

Weathersfield Proctor Library Trustees Meeting Minutes

Thursday, February 24, 2022 at 7:00 PM

5181 Rte. 5 Ascutney, VT

Approved: March 17, 2022

Attendance Trustees: Chair-Mavis Shand, Vice Chair-Cindy Osgood,

Secretary-Anne Parent, John Waite, Rika Henderson

Guests: Rick Bates

Library Director (LD)-Mark Richardson

- I. Call Trustee Meeting to Order-7:02 p.m
- II. Consent Calendar - *The consent calendar consists of items that are considered to be routine in nature and will be enacted in the form of one motion. Any item can be removed from the consent calendar and heard in its regular order at the request of any Library Trustee or Citizen.*
 - A. Approval of January 20, 2022 and February, 10, 2022 Minutes pushed to March, 2022 Trustee Meeting
 - B. Rika made a motion to approve WPL expenditures dated February 24, 2022 subject to each Trustee's review and signature. John seconded and all voted in favor.
- III. Comments from Citizens on Topics not on the Agenda: None
- IV. Library Director's Report: LD Mark shared the very exciting news that Glenna has completed the work to be a registered Vermont Library Technician! YAY GLENNA! LD Mark urged Trustees to consider a structure allowing for a pay increase for anyone holding these certificates. Trustees look forward to planning a celebration for this achievement. The library has been utilized by both a scrabble group and volunteer tax professionals on Mondays and Tuesdays, respectively. Both groups have reported they love using the space.
- V. NEW BUSINESS
 - a. 2022 Annual Town Meeting- Weathersfield Town Meeting will be held virtually on Saturday, February 26 at noon. Chair Mavis and John to attend.
 - b. Contract Committee Report- (Mavis and Anne) - Contract Committee reported that verbiage will be added to the Library Director's contract providing for the

addition of 40 hours of sick/personal/vacation time to be banked from year to year, if it is still available from the prior fiscal year. Chair Mavis and Anne to draft verbiage for Trustee review during the next meeting.

- c. Appreciation for Cindy Osgood's years of service: Chair Mavis presented Cindy with a custom trail sign "Cindy's Way" in appreciation for her years of service and contributions to the library. Cindy looks forward to being a patron in the library and trustees shared memories from over the years. We will miss Cindy being a Trustee. Thank you Cindy.
- d. Establish appreciation date for Barbara Putnam: Trustees viewed plaque and chose placement spot for it in the front entryway. LD Mark to reach out to Barbara to establish a date for the dedication. Trustees and Friends of the Library to be invited.

VI. Old Business

- A. History Wall - Chair Mavis and Rika to work together to develop and display a History of Weathersfield Proctor Library wall in the back stairwell. It will be a nice addition to the library and very informative.
- B. ARPA orders: LD Mark provided an update on the procurement of the high end scanner via ARPA funding. The logistics of payment are proving tricky with the vendor not being willing to release the product without payment and the funding not being available until the product is delivered. LD Mark to reach out to the Massachusetts Higher Education Consortium for assistance (we are members.)
- C. Architect update: Rick presented new verbiage provided by the architects to protect the library from fees beyond work completed. Trustees must notify the architect in writing if work must cease and all design services up until that date must be paid. Agreement was signed per motion approval in the February 10, 2022 meeting, copied here: "Cindy made a motion to accept the agreement between owner (The Weathersfield Proctor Library) and architect (Greenberg Associates Architects) for Design Services for Additions and Renovations to The Weathersfield Proctor Library dated January 24, 2022 with the caveat that Chair Mavis and Project Manager Rick follow up with architects to negotiate a project kill fee prior to signing the agreement. Board also authorizes the first payment up to \$7,000. John seconded and Cindy, Anne, and John voted in favor. Rika

abstained due to not being able to review the agreement prior to the meeting.
Motion carried with a quorum.”

- VII. Adjourn: Anne made the motion to end the meeting at 7:42 pm. Rika seconded the motion. All voted in favor.

Submitted by Anne Parent
WPL Board of Trustees Secretary
February 28, 2022