

Weathersfield Proctor Library Trustees Meeting Minutes

Thursday, May 19, 2022 at 7:00 PM

5181 Rte. 5 Ascutney, VT

Approved: June 16, 2022

Attendance Trustees: Chair-Rick Bates, Vice Chair-Rika Henderson
(absent), Secretary-Anne Parent, John Waite, Mavis Ellingwood
Library Director (LD)-Mark Richardson

Call Trustee Meeting to Order-7:05 p.m

- I. 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. Mavis made a motion to approve the minutes from 04/21/2022. John seconded and all eligible to vote, voted in favor. Rick also voted in favor to make quorum.
 - B. Mavis made a motion to approve WPL expenditures dated May 19, 2022 subject to each Trustee's review and signature. Anne seconded and all voted in favor.

- II. Comments from Citizens on Topics not on the Agenda: Cookie Shand (via Mavis) shared a flier with details for the Monday, May 30 Veteran's Day Service in Perkinsville.

- III. Library Director's Report: Trustees discussed the current situation at Chester's Whiting Library. LD Mark and Trustees to review and revise policies as needed to ensure a clear process exists for complaints. LD Mark read a card from Barbara Putnam thanking the library for the dedication of the entryway. ARPA #1 continues to be on backorder. Attendance numbers are going up with attendance through April being 2,813. This is encouraging!

NEW BUSINESS

- a. Executive Session Focused on Compensation: Chair Rick, with the consent of present Trustees, moved the meeting into Executive Session for the purpose of compensation. Meeting was then moved out of the Executive Session.
 - i. Anne moved to approve both a 3% COLA increase and a 3% merit increase for Weathersfield Proctor Library's three employees. John seconded and all voted in favor.

- b. Parking Assessment walkthrough and options: LD Mark relayed that he and Ray Stapleton (Weathersfield Highway Department Head) walked the library property. The findings of their walk were as follows: the divot on the side may be able to be fixed; Trustees should look into ARPA funding a study to repair the parking lots and to make them ADA compliant, etc.
- c. New ARPA funds (Round II application): Application submitted for \$1,300 for new books.
- d. Chroma contribution: Chroma has contributed \$5,000 for our expansion. The Weathersfield Proctor Library's Trustees extend a heartfelt thank you to Newell Lessell for Chroma's generosity.
- e. Bench Placement: The Trustees have voted! The garden bench honoring Shannon Stevens will be placed on the road side facing the garden. A dedication event will be planned.
- f. Security Cameras: LD Mark to research security cameras & systems to present to the Board at a future meeting. The purpose of the cameras/systems is to ensure that staff are able to safely work in the building. Focus will be on monitoring entrances.
- g. Part-time summer help: LD Mark to draft a job description for a part-time summer help position to bring to a future meeting.

Old Business

- A. Expansion updates - architect's schematics review: Trustees reviewed the schematics from Chip Greenberg. This set is what is needed to send out to bid to contractors. Trustees to consider window aesthetics. The schematics are to be sent to the Vermont Department of Libraries and the Town of Weathersfield for funding opportunities.
- B. Library programming updates - Rebecca Woodbury Tucker and Kathaleen Maynard Giurtino will be displaying a show of their artwork at the library from June 3-15, 2022. An opening event will be held on Saturday, June 4, 2022 from 1-3 pm. Summer program planning is in process.
- C. Seed library: LD Mark reported that patrons are excited about what the library has available and it is working well to not have them organized. Those looking through the bins seem to be excited for a seed "treasure hunt!"
- D. Summer Evening event - The Fundraising Committee continues to plan for the event! Their next meeting is Saturday, May 21, 2022. The confirmation of the band is in proces.

Adjourn: Anne made a motion to end the meeting at 8:59 pm. John seconded the motion. All voted in favor.

Submitted by Anne Parent
WPL Board of Trustees Secretary
May 22, 2022