

**Weathersfield Proctor Library Trustees Meeting Minutes**  
**Thursday, February 16, 2023 at 7:00 PM**  
**5181 Rte. 5 Ascutney, VT**

**Approved:**

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

Call Trustee Meeting to Order-7:02 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. Anne made a motion to approve the minutes from 01/19/2023. John seconded and all voted in favor (Rika voted to make a quorum.)
  - B. Anne made a motion to approve WPL expenditures dated 02/16/2023 subject to each Trustee's review and signature. John seconded and all voted in favor (Rika voted to make a quorum.)
  
- II. Comments from Citizens on Topics not on the Agenda: The library has extended Friday hours for patrons to 6 pm. Patrons have noted that this has been great. Trustees to consider improved lighting on the walkway for safety and to let the public know we are open.
  
- III. Library Director's Report: LD Mark updated Trustees on year-to-date and year-end budget projections. Projections seem to be right on target which is remarkable considering the increases in insurance, etc. The Trustees thank LD Mark for his keen eye on the figures. LD Mark shared Youth Librarian's report from Glenna (attached).
  
- IV. NEW BUSINESS
  - a. Astronomy Programming and Infrastructure: LD Mark, Rick and Bob Holtorff journeyed for a site visit to the observatory's current location in Gassetts (beautiful area.) Further investigation is needed to see how to move it. Trustees to learn more at the next meeting.

- b. Trustees to represent the Library at Town Meeting- Town Meeting is Saturday, March 4, 2023. Rick will be in attendance and Rika and John will plan to be at the library portion.
- c. Proposal for Friend's Bookstore and Fire Marshall restrictions in back hallway- A bookshelf to be placed by the wall at the top of the stairs for the Friends to offer book sale books for donation. Library staff to monitor how that location works out. The proposed location abides by the fire marshall's requirements.
- d. Vermont Department of Libraries Construction Funding Grants- LD Mark to provide updates at our next meeting. Current funding available for construction is ~ \$78,000. For the proposed addition, WPL will likely need to raise ~ \$140,000.

#### Old Business

- A. Election status for upcoming Trustee opening - Mavis has paperwork complete and will be on the ballot. All set.
- B. Committee Update (Town Challenge)- WPL will have a team - Glenna to be asked and Rika, Mark and John to round out the team. Anne may be able to attend as well. John made a motion to cover the banner and poster expenses for the Town Challenge out of the Fundraising Account. Anne seconded and all voted in favor (Rika voted in favor to make quorum.)
- C. Seeds (movement of seed furniture to front foyer) - The new location provides more accessibility and visibility.
- D. Window Covers: Window covers have been received and will be great to save the books from sun damage. They will be installed soon. The \$700 expense was posted to Building Maintenance.
- E. **Sign updated BYLAWS**

Trustees to sign new Bylaws as accepted at the January 19, 2023 meeting. A copy of the signed Bylaws will go to the Town Clerk, Library Director's Office and into the Trustee Binders.

Section 2: Composition and Tenure

The Board of Trustees (Board) shall consist of five members who shall each serve a three year term.

Trustees shall be elected at the annual Town Meeting.

Adjourn: Anne made a motion to end the meeting at 8:01 pm. John seconded the motion. All voted in favor (Rika voted in favor to make a quorum.)

Submitted by Anne Parent  
WPL Board of Trustees Secretary  
February 21, 2023