

Weathersfield Proctor Library Trustees Meeting Minutes
Thursday, March 17, 2024 at 7:00 PM
5181 Rte. 5 Ascutney, VT
Approved: April 18, 2024

Attendance Trustees: Chair-Rick Bates/Mavis Ellingwood (absent), Vice
Chair-John Waite (acted as Chair upon election as Vice Chair),
Secretary-Anne Parent, Alicia Jenks
Library Director (LD)-Mark Richardson

Call Trustee Meeting to Order-7:03 p.m

I. Election of Officers

- A. Election of Trustee Chair: John nominated Mavis for Trustee Chair. Anne seconded and all voted in favor.
- B. Election of Trustee Vice Chair: Anne nominated John for Trustee Vice Chair. Alicia seconded and all voted in favor.
- C. Election of Trustee Secretary: Rick nominated Anne for Trustee Secretary. Alicia seconded and all voted in favor.

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. Review Minutes from Previous Meeting(s). Shall the trustees approve the meeting minutes for the February 2024 meeting? Quorum not present for those in attendance at February 2024 meeting. Approval tabled for April 2024 Trustee Meeting.
- B. Rick made a motion to approve WPL expenditures dated 03/21/2024 subject to each Trustee's review and signature. Anne seconded. All voted in favor.

III. Comments from Citizens on Topics not on the Agenda: None

IV. New Business

- A. Anne made a motion to re-authorize Trustee Roberick Bates to act for the Board in matters relating to the proposed library expansion and to report on the status of the project at Trustees meetings. Alicia seconded and all voted in favor.
- B. Library Director's Report: LD Mark oriented Trustees to the 2024-2025 Trustee binders. The Vermont Library Association's Library Legislative Day at the Vermont Statehouse is Tuesday, April 9th, 2024 from 8 am to 1 pm. Presence at

the day will support [Act S.220, an Act Relating Vermont Libraries](#) (link embedded) Trustees and any library supporters are welcome to attend. LD Mark has been studying the act. Accounting report through February 29, 2024 for Endowment, Fundraising, Memorial Donations, and Expansion Donations accounts. Totals through February 29, 2024 were also shared for Chapman Fund and Cap. Improvement Fund. LD Mark shared a prototype smart sheet to eventually serve as a statistical dashboard for the Trustees to access at any time. This will include demographics of patrons and will be very useful. February attendance was reported and numbers indicate we are at pre-pandemic levels of attendance. This is great news. Youth Librarian Glenna's report was shared outlining the many, many exciting things she is working on. The seed catalog is very popular and patrons are super engaged with it. 420 COVID tests were given to the library to distribute for free.

- C. Roles of Trustees and Director reviewed: Trustees to consider drafting an article for next year's Town Meeting. Proposed article to focus on establishing 5 year terms to ensure staggered elections. Trustees also reviewed Open Meeting Law and the process to have items added to the agenda via the Board Chair.
- D. Library Budget to Actual through February: Town Manager Brandon Gulnick provided a letter outlining year to date numbers through February 28, 2024. Total library budget is at 66% of the FY2024 budget. This is right on target. Detailed accounting sheet was also available for review.
- E. Library's Connecticut River Events centered around Summer Reading Program: This summer's reading program's theme is Adventure Begins at Your Library. Youth Librarian Glenna has many activities planned. New York Times best-selling author Michael Tougias will be speaking at the library on Tuesday, July 9th on the topic of "400 Miles Down the Connecticut." Additional activities may include a tubing trip from Hartland to Windsor through Great River Outfitters and collaboration with Assistant Librarian Judy to create activities for all ages. Lots of exciting ideas!
- F. 1855 Hosea Doton Windsor County Map to supplement 1860 Walling Map (Friends of the Library): LD Mark displayed the 1855 Hosea Doton Windsor County Map so that Trustees could view during the meeting. Friends of the Proctor Library to vote to sponsor the map at their next meeting. The Hosea

Doton map is a wonderful compliment to the 1860 Walling Map. LD Mark to locate a Town of Weathersfield Map next.

- G. Genealogy desk Brother's Keeper program migration project with the Weathersfield Historical Society and the Vermont Genealogical Library: Weathersfield Proctor Library will be moving to the genealogical database FamilySearch - in partnership with Weathersfield Historical Society and the Vermont Genealogical Library. To further support the library's status as a genealogical hub, LD Mark has investigated a course focused on genealogy. Rick made a motion to authorize Library Director Mark Richardson to enroll in an online course at Boston University focused on the introduction to genealogy. Up to \$1,000 may be used for this purpose out of the Trustees Fund in the FY 2025 budget. Anne seconded and all voted in favor.
- H. Shakespeare returns to the Library: Patti Arrison's Shakespeare Group will be doing King Lear. They will be meeting on Wednesday evenings and the start date will be determined soon.

V. Old Business

- A. Expansion Grant Status: Our grant application has been sent in! Malia (grant writer) at Mount Ascutney Regional Commission was very helpful and wonderful to work with. This application is for phase 1 of the money available from the state. Phase 2 applications will be accepted in fall 2024 and the money will be received by successful applications in 2025.
- B. WiFi and Phone Status (grant and installation): LD Mark reported that the library was awarded a \$16,000 grant for needed WiFi and phone system upgrades. This will ensure continuity of service for the library WiFi after the current service is discontinued. Effective April 2024 FirstLight will be the carrier and likely the speed will be doubled. We will utilize CCI Managed Services for the new equipment and phone system.
- C. Town Challenge: The Weathersfield Town Challenge is scheduled for Saturday, March 23 at 7:00 pm at the Weathersfield School. Inclement weather date is Sunday, March 24. There will be a moment of silence for Ginger Wimberg in honor of her connection and dedication to Town Challenge ever since its inception.

- D.* Egg Hunt: The annual Weathersfield Egg Hunt will be held at Hoisington Field in Perkinsville on Saturday, March 30 at 10:30 am. Library staff are currently filling eggs and all are welcome to help do that.
- E.* Solar Eclipse events with SoVerA, Reading Public Library at Hoisington Field:
The last eyepiece has been received for the solar telescope. The solar telescope was set up and Trustees were able to see it. LD Mark and Rick tried the telescope out today and the visibility is amazing! Solar emanations are visible and it is all very exciting. As a lead up to the Solar Eclipse on Monday, April 8th there will be an event at the library on Saturday, April 6th. This event will be focused on Eclipse Programs for Kids and will start at 10:30 am. There will be a story time, the making of a pinhole eclipse viewer and also universe slime. Planning is underway with SoVerA and the Reading Library for Star-b-ques at Hoisington Field.
- VI. Adjourn: Alicia made a motion to end the meeting at 8:08 pm. Rick seconded the motion. All voted in favor.

Submitted by Anne Parent
WPL Board of Trustees Secretary
March 23, 2024