

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

Approved:

Attendance Trustees: Chair-Mavis Ellingwood, Vice Chair-John Waite ,
Secretary-Anne Parent, Alicia Jenks, Rick Bates Director (LD)-Mark
Richardson
Guest: Ernie Shand

Call Trustee Meeting to Order-7:07 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. Review Minutes from Previous Meeting(s). Shall the trustees approve the meeting minutes for the September 19, 2024 meeting? Rick made a motion to approve the minutes from the September 19, 2024 meeting. Alicia seconded and all voted in favor.
 - B. John made a motion to approve WPL expenditures dated 10/17/2024 subject to each Trustee's review and signature. Rick seconded. All voted in favor.
- II. Comments from Citizens on Topics not on the Agenda: None
- III. New Business
 - A. Library Director's Report: LD Mark reports that a number of community organizations are using the library as meeting space. These organizations include the Weathersfield Historical Society, Veterans Committee and Weathersfield Garden Club. A new locker has been built to house the library's astronomy gear. LD Mark is researching the purchase of an LED sign to further visibility for library and community events. The Recreation Department has been awarded funding to complete a use study for Hoisington Field in Perkinsville. Trustees are encouraged to be involved in the process.
 - B. New Policy Director's Annual Evaluation:
 1. Rick made a motion to adopt the process and criteria as presented. John seconded and all voted in favor for Director's, Circulation Coordinator and Youth Services Librarian's Annual Evaluation.

- C. New Policy Circulation Coordinator's Annual Evaluation: See New Business B. 1.
- D. New Policy Youth Services Librarian's Annual Evaluation: See New Business B. 1.
- E. Beginning July 1, 2024, public bodies must comply with Act 133 (S.55), which beginning January 1, 2025, requires hybrid meetings for State decision-making (non advisory) bodies: As WPL is a non advisory body we need to record everything during the meeting (not prior, not after).
 - 1. Potential Option: Record audio during meeting and post to WPL youtube channel with photo of library and also post minutes as per usual.
 - 2. Trustees to finalize the process to ensure compliance prior to January 1, 2025.
- F. Hot Water Heater: Hot water heater has exploded and needs to be replaced. LD Mark received a quote for \$1,578.45. Anne will research past minutes to find background information for the purchase of the last hot water heater and will report back to LD Mark.
- G. Department of Libraries Annual Report: Work has begun on the annual report.
- H. Department of Libraries and UniversalClass for Libraries: UniversalClass is no longer available.

IV. Old Business

- A. Expansion Grant Status: WPL was not selected for the latest round of funding. Trustees to support research into funding & vendor options for roof maintenance, lighting & window replacement and corner engineering repair.
- B. Astronomy Update: SoVerA meets on the 2nd Tuesday of each month at the 1879 Schoolhouse in Perkinsville. The WPL Solar Telescope was at a festival in Springfield last Saturday and Rick took another telescope with a solar filter down to Wethersfield, CT. Rick places an estimate of about 800 participants to date with the Solar telescope. Research is going into purchasing a sign specific to astronomy events and for school visits, astronomy badges, etc.
- C. Vermont 250 Update: Work goes forward! The Vermont 250 Committee hopes to have an outline for the event in the next few months.

- D. Trunk or Treat: Excitement is building for the 8th annual Trunk or Treat. Thank you to the West Weathersfield Fire Department for promoting the event. Participation is great.
- V. Adjourn: Rick made a motion to end the meeting at 8:24 pm. John seconded the motion. All voted in favor.

Submitted by Anne Parent
WPL Board of Trustees Secretary
October 22, 2024