

**Weathersfield Proctor Library Trustees Meeting Minutes**  
**Thursday, January 23, 2025 at 7:00 pm**  
**5181 Route 5 Ascutney, VT 095030**

**Approved: February 20, 2025**

Attendance Trustees: Chair – Mavis Ellingwood; Vice-Chair John Waite; Alicia Jenks, Rick Bates, Library Director (LD) Mark Richardson.

Absent: Anne Parent

Guests: None

Call Trustee Meeting to Order: 7:10 pm

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 December 19, 2024 meeting? Rick made a motion to approve the minutes for the December 19, 2024 meeting. Alicia seconded and all voted in favor.

B. Rick made a motion to approve WPL expenditures dated 01/23/2025 subject to each Trustee’s review and signature. Alicia 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 has taken some time off this month in order to attend to family affairs, and will likely continue to take time here and there for the next several weeks in order to continue to address these issues. In the meantime, WPL part-time employees Glenna Coleman and Judy Topolski will pick up the slack. Trustees have expressed their confidence in this arrangement and fully support LD Mark’s handling of the situation. LD Mark has also been asked to be the “Enunciator” for the Weathersfield School’s Spelling Bee upcoming February 13, 2025. Finally, on Saturday, January 18, 2025 WPL employee Glenna Coleman gave a slide presentation on her 2024 trip to Zambia. Of WPL Trustees, only Mavis was

able to attend. We hope Glenna will consider giving her presentation again at a later date.

B. Trustees to attend Town Meeting: LD Mark has asked that at least two Trustees be in attendance for the upcoming Town Meeting in March. It is highly likely that all WPL Trustees will attend for at least a portion of the meeting.

C. Jane Bowne Fund and current expenditures: The Jane Bowne Fund is the WPL Endowment Fund, out of which the following two expenditures were paid.

1. Rick moved to approve payment of \$1531.56 to All Trades Contracting, LLC of Claremont, NH for equipment and installation of a new hot water heater for the WPL. Alicia seconded and all voted in favor.

2. Rick moved to approve payment of \$340.00 to J.E.G. Design, Inc. of Rutland, VT for website design and web migration services for WPL. Alicia seconded and all voted in favor.

D. VT State Ethics Requirement: Chair Mavis Ellingwood will be attending an Ethics class as mandated by state ethics requirements for public officers.

E. AARP Tax Service at WPL: Once again, WPL will host AARP-sponsored free tax services for citizens. These services will be available on a first-come, first-serve basis at WPL on Tuesdays from February 4 to April 8, 2025.

#### IV. Old Business

A. Expansion Grant Status: Little news, as the person hired last year in Montpelier to review grants made by the state has left the job and the position needs to be filled once again.

B. Town Report update: The WPL portion of the Town Report was written by LD Mark and Chair Mavis and reviewed by Trustee Rick, and was subsequently submitted to the Town for inclusion in the Town Report.

C. Library Lighting update: Alicia had not further news to report.

D. VT Department of Libraries Annual Report update: LD Mark will file his report to VT Department of Libraries by the Monday, January 27, 2025 deadline. The report contains all kinds of WPL data, including collection size, digital services, programs, patron use, etc. which is included both individually for WPL, and in the aggregate data for the state.

E. WPL and compliance with Act 133 (S.55) which requires that as of 1 January 2025 all public bodies, including the WPL Trustee meeting, be electronically recorded and archived: LD Mark is continuing research and discussions with SAPA for the most appropriate methods and equipment to

meet the state requirement. When all information is gathered, he will forward to WPL Trustees. In the meantime, an audio recording was made of the WPL Trustee meeting held 23 January 2025 using LD Mark's laptop computer.

F. Astronomy update: Trustee Rick asked the Friends of the WPL for funding to purchase a T-Star S30, a digital solar and night-time telescope, for use by WPL patrons and other community members. The Friends kindly assented to the purchase and the order has been made.

G. VT 250 update: John reported that Patti Arrison has completed a draft of the first act of a proposed three-act play commemorating the signing of the Articles of Association in 1775. Members of the local VT 250 committee met earlier in January with Erica Yuenling, who teaches and oversees productions at the Weathersfield School. Erica has agreed to assist in advising on the production, and may become more involved going forward. In the meantime, work is continuing on researching and obtaining costuming for the production, plus planning how best to reach out to the community a number of men to take acting parts in the play. No firm date or place for the production has been determined, as there remains a question about when the State requires completion in order to meet grant funding terms.

H. Trustee Music Committee for 2025 WPL Summer Fest: no update

I. 11<sup>th</sup> Annual Town Challenge: Rick will moderate again this year. Some changes likely will be made to the layout of the event. Alicia will be a timekeeper for questions. Patti Arrison is once again doing the questions.

Adjourn: Alicia made a motion to end the meeting at approximately 8:15 pm. Rick seconded and all voted in favor.

Submitted by John Waite  
WPL Trustee Vice-Chair  
January 24, 2015