

Board of Library Trustees

Meeting Minutes 4-09-18

**Attendees:**

Susan Morse, Chair

Megan Campbell, Co-Chair

Sarah Caouette, Secretary

Elizabeth Morrison, Library Director

Toni Gildone, Children's Librarian

Lynette Sherman, of *Friends*

Phyllis Hayward

Meeting was brought to order at 6:07 pm on April 09, 2018. **Motion was made and passed to approve the March minutes.**

Phyllis reviewed the Treasurer's Report,

- Still waiting on the first installment from the Town appropriations
- Otherwise, on target in regards to the budget

*Motion was made and passed to approve Treasurer's Report*

**Librarian's Report-**

- Circs and patron numbers are up and above average
- Feedback regarding the success of the Speaker Series thus far
- At the upcoming VLA conference, E.M. plans to inquire about safety plans used by other libraries- Toni also brought to the attention of the board the need for a first aid kit on hand. Also, wondering about a first-aid course - Board advised to contact Linda Kuban of Emergency Services to see if their staff can train library staff in CPR and first-aid
- Upcoming Art Opening- Carrie C.D., May 2nd @ 6pm
- Wayne S. will be happy to work on ceiling as long as the library can supply the materials. Board asked if Wayne will want to purchase the materials he needs and be reimbursed, or if he wants the library to purchase the materials up front. No concern regarding lead at this time, though W.S. will be asked to cover the desk area. Susan & Elizabeth would speak with W.S. about next steps.
- New website ready to launch. E.M. would like final feedback before it is posted. Board members agreed to come in during the week to see what it looks like and to offer feedback.
- The next edition of the printed newsletter will be at the end of May. Deadline for submissions, May 20th. Board discussed finding sponsors to cover printing costs, or if they should cover the Spring edition.
  - Fewer copies will be printed this time- 50 copies instead of 100
  - Discussed possible features- section honoring Winnie Royce

## **Updates-**

- Finalize filtering policy- E.M. would figure out which software, if any, the library is using at this moment, and whether it can be moderated, or turned on or off. The board will wait on finalizing filtering policy, until they have all necessary information to make a decision.
- The board is still thinking about a logo for the library. E.M. spoke with Heidi Allen-Goodrich about helping to create a new logo (UPDATE: Heidi would be happy to create a vector from designs put together by board. Next board meeting, board members should bring samples of logos they like and there will be discussion over what works and what doesn't)
- Chili cook-off was a success! Brought in \$973.04 in fundraising for the library
  - *Friends* would like to have the board draft a wishlist for the library, so the group can set goals to work toward
  - Megan discussed how the nonprofit startup fees will be covered with Phyllis
  - Sarah will send a write-up in to The Herald

## **Old Business-**

- Heather has submitted a formal letter of resignation. Cleaning position is now available. E.M. will put together an application for the position, and the position will be posted to all forums.
- P.H. moved to keep officers in the same positions they currently hold- motion was approved
- Evaluations for the Library Director and Children's Librarian are coming up. Board members will meet on Monday, April 23 to finalize evaluation process.

**Adjourned 8:15 PM**