

Board of Library Trustees

Meeting Minutes 1-22-18

**Attendees:**

Susan Morse, Chair

Phyllis Hayward, Treasurer

Megan Campbell, Co-Chair

Sarah Caouette, Secretary

Elizabeth Morrison, Library Director

Meeting was brought to order at 6:07 pm on January 22, 2018. **Motion was made and passed to approve December's minutes.**

**Adjustments:**

Discussion regarding our resources at Vermont Community Fund- inviting Emily back to discuss grants and investment opportunities.

**Sounds System:** The board has been exploring options regarding whether to rent or purchase a sound system for future events. This has been discussed at previous meetings, with Susan researching and presenting ballpark quotes for both options. Board agrees that renting a sound system, at least for the first event, makes the most sense. However, going forward, the board would like to investigate micro-grant options, as a potential source of funding. Currently, AARP have grants available. Other resources: Mascoma and VT Community Fund

**Treasurer's Report:** Megan let Phyllis know that \$400 check was written (with Cheryl Metcalf as the signatory on the final documents) for the completion of the 'friends' group' non-profit paperwork.

Washington Electric Co-op (WEC) has donated \$100 to the library. Included with the donation was a letter outlining sponsorship. Board has decided to utilize this donation & WEC's sponsorship to produce the library's first printed newsletter. (100 BW copies @ \$81- Copy World, Barre) Logo will be added to the newsletter. The 'friends group' will be approaching Mascoma for a \$200 grant/donation/sponsorship for upcoming chili cook-off.

Reviewing itemized trial balance, Phyllis brought to the board's attention a mistake RE: Lucy Button deposit, \$2000 in savings account. Board also discussed ways to clearly differentiate the library's accounts. ***Treasurer's report approved.***

**Librarian's Report:** Elizabeth reviewed monthly circulation/traffic and highlighted the latest library news,

- Library Budget update
- Total raised (thus far) with annual appeal- \$6,065
- Recent purchase of new computers
- 'Tech nights' scheduled
- New featured artist ( board discussed food donations & upcoming opening)
- Upcoming author talk, Dean Whitlock and other events
- Researching options for graphic design and branding for the library (for website, newsletter/correspondence..)
- Newsletter will be released 1/30
- Board discussed ways the CPL could honor Winnie Royce, the long-time school librarian. Elizabeth said she would get in contact with Tom Batey. Board thinks a regional children's collection might be an appropriate homage.
- Elizabeth would like to find ways to promote/advertise the different kinds of museum/parks passes the librarian will carry this season

***Librarian's report approved.***

**Internet Policy:** The board reviewed draft changes to the CPL's Internet Policy. These changes were made to align with the ABA Bill of Rights. Final revisions to come and the policy will be available to patrons.

**Booksale Coordinator:** The board is seeking a coordinator for the next book sale in July (during the flea market). Megan will put on the table at the next *Friends* meeting, as well as a tentative CPL 'wish list'. Wish List includes: fixing library's ceiling, sound system, *Spring Speaker Series*, summer passes, clean cushions, etc.

**Meeting concluded at 8:15pm**

