

Board of Library Trustees
Meeting Minutes 10-8-18

Susan Morse, Chair
Megan Campbell, Co-Chair
Sarah Caouette, Secretary
Elizabeth Morrison, Library Director
Phyllis Hayward, Treasurer
Liam Kennedy

Meeting was brought to order at 6:04 pm on October 8, 2018. **Motion was made and passed to approve the September minutes.**

Public Presentations- Liam presented an invoice to the board for parts/labor to clean up two computers we have on hand. His estimate was 2 hr/computer at a rate of \$10/hr (?). A motion was passed and accepted by the board to clean up two of the older computers.

Liam also presented examples of logo design he has done for other clients. No motion was made-- topic still open for discussion.

It was discussed by the board whether it is worth looking into having Quickbooks updated, even though Gale will be handling payroll and invoices. Liam offered to check for a free update.

Board discussed the next Tech Night with Liam (Nov. 3rd). Susan suggested it would be a good idea to submit a press release to the Herald about having Liam on board. Liam offered to ask his mother, Michelle, if you would be willing to write something up.

Treasurer's Report- October town appropriations not posted yet.

E.M. asked about the "training budget" for this year since she will not be able to attend the New England Library Association conference in Rhode Island 10/22 (she will be out of town). Board discussed having the allocated \$ roll over for next year. Cataloger's Unconference is this Friday from 9-2 at Norwich Library (FREE?) Red Clover Conference is 11/17 in Barre (Ashley would like to attend). (***Did we pass a motion on conference monies?***)

Librarian's Report- Patron use down (639) in comparison to the previous month (August-891). However, patron use is up compared to last year (Sept '17- 588). **Total Circs for the month- 905**

EVENTS-

Past events: Stuffie Sleepover 9/14; Art Reception - Mark Dixon 9/28; Barn Quilt Launch 9/29; Tech Night 10/5; "Read to Feed" Reception 10/6; Harry Potter Story Hour and Craft 9/22, 9/29, and 10/6

- Upcoming events/programs:
 - Dorothy's List Radio Episode 10/12, 3 PM
 - Harry Potter Mystery Dinner 10/13, 5 PM
 - Tech Night 11/13, 6 PM
 - Poems in Performance 1/10/19, 7 PM
 - Vermont and the Civil War 2/7/19, 7 PM
 - Tania Aebi presentation 3/13/19, 7 PM
 - Gifford Health Classes every Friday 10/26-12/7, 9:30-11:30 AM
 - Everybody Wins every Wednesday after Thanksgiving, 11 AM-12 PM
- Board discussed the upcoming CFM Holiday Market Nov. 10th. Toni's work has offered to donate "gift items" again. Discussed having pies again. Susan said she would fo ahead and register for a table. Discussed selling books, too.

PUBLIC SERVICES- Town has brought to the chair's attention the after-hours use of the internet and the concern of loitering- the public using WI-FI after business hours. Board discussed policy related to providing public services and limiting internet use at certain times of the day. Board feels strongly that they are providing a service that can and should be accessed in town (when there is limited service in the surrounding areas) particularly in safety/emergency situations.

PAYROLL- A motion was passed to increase the rate of sub pay from \$10/hr to \$10.50/hr (the minimum wage in the State of Vermont)

OLD BIZ-

- **LOGO:** Board continued their discussion regarding re-branding of the CPL logo. Susan will contact Karen Henderson, Sarah will contact Farm Run. *UPDATE:* S.C. has offered to take a stab at the logo...

Susan also mentioned that we need a library sign in the Town Hall/Library entrance. Board agreed this would be a great idea! Board discussed color scheme -- brick/rust red to stay the same..

- Susan and Phyllis will start going through the CPL listserv to compare addresses on file with those of the master list. Time to start thinking about an annual appeal draft and budget...
- Little Free Library in honor of Winnie Royce- project and discussion will be put on hold until the spring
- S.M. updated the board on the final Spring Speaker Series lineup...

NEW BIZ-

- Does E.M need a new phone??