

Board of Library Trustees
Meeting Minutes 12-10-18

Susan Morse, Chair
Sarah Caouette, Secretary
Elizabeth Morrison, Library Director
Phyllis Hayward, Treasurer
Megan Campbell
Mark Lembke

Meeting was brought to order at 6:05 pm on December 10, 2018. **Motion was made and passed to approve the November minutes. Adjustments to the agenda:** the focus of this meeting will be to review the budget for 2019 that will be submitted to the Town.

Treasurer's Report- Phyllis proposed that the library continue to utilize Quickbooks to manage library budget and reports while working with Gale who will be taking over writing checks and payroll at the start of the new year. Phyllis requested that the library approve an update on the the version of Quickbooks she is currently using. **A motion was made and passed.**

Phyllis reviewed the upcoming budget. Board found places that should be adjusted before it is submitted to the town. At our next meeting, the board will approve the reworked budget.

Treasurer's Report approved.

Librarian's Report - E.M. reviewed December's librarian's report.

- Patron visits were up in November (772) from October (747), however, circs were down slightly (999) from the previous month (1,039).
- Upcoming events-
 - Christmas Craft & Shop Day 12/15
 - Tech Night 12/19
 - "Gift of Love" movie in Town Hall 12/21
 - Poems in Performance (Beginning of the library's Speaker Series) w/ Geoff Hewitt
 - Vermont & the Civil War 2/7
 - Tania Aebi sailing presentation 3/13
- Christmas tree donated by Sprague Family.

- Adult fiction, large print, picture book and juv fiction was recently weeded.
- Currently working on the Annual Report, State statistics, weeding nonfiction and organizing book donations
- A.J. and E.M. are working on developing a winter reading challenge for all ages

Librarian's Report approved.

M.L. departed meeting at 7:00 pm

S.M. shared that the Selectboard approved the new library sign that will be made for the hallway of Town Hall to offer direction to visitors.

S.M. also proposed that the library consider becoming a warming emergency station when there are mass, multi-day power outages- to offer a warm place, computer/phone access, etc. If the board feels like this is a good idea, S.M. will speak with Dave Farnham, the coordinator of the Emergency Town Plan. Board agreed this is a service we can offer and should.

Board discussed developing a new scheduling policy for 2019 regarding group reservations. E.M. will convey this to the current groups who are seeking a scheduling-conflict solution.

Amy (last name?) has offered to start the book group.

S.C. updated the board regarding where she is in the process of developing the library's new logo.

Meeting concluded at 7:47pm