

Board of Library Trustees
Meeting Minutes 08-14-2017

Attendees:

Phyllis Hayward, Treasurer
Megan Campbell, Co-Chair
Sarah Caouette, Secretary
Elizabeth Morrison, Library Director
Betsy Button, Volunteer

Megan brought the meeting to order at 6:07 pm on August 14, 2017 and asked if there were any adjustments to the agenda. **Moved to approve July 2017 minutes, and it was seconded.**

No adjustments.

Treasurer's Report-

RE: Profit & Loss Budget Vs. Actual, Phyllis is going to follow up on Line 519, "payroll tax expense" and find out whether the "assistant wage expense" has grant money rolled in.

Phyllis received a letter regarding three shares with Frontier Communications. The letter recommends either selling the shares or buying more. Phyllis will seek out consultation on this matter, and keep the board updated.

A donor has requested more information regarding the VT Community Foundation. Phyllis has contacted the organization to find out if they publish a yearly report/newsletter that can be provided to donors. Invited a representative to come down to speak to the board about the organization. **Board moved to accept the treasurer's report, and it was seconded.**

Librarian's Report-

Elizabeth updated the board on the new inter-library loan system, CLOVER, which she says is faster and more user-friendly. She also informed the board of any/all upcoming trainings/conferences. She was able to receive a scholarship for the NELA conference that covers all expenses.

The library has a new volunteer for 10 hours a week, who is helping with sorting and other administrative tasks.

Elizabeth put forth the possibility of implementing a limit on the amount of new DVDs being checked out, at a given time. The proposed limit would provide broader circulation of new material. Board suggested finding out what other libraries do to increase circ. on new material.

After consulting with Total Climate Control regarding an air conditioning system, the library was quoted \$6,400. (The board felt it would be worth putting out more feelers, to see if they can get a better bid)

Upcoming events: Community potluck on the green, August 25th. Library will be providing beverages and paper plates/napkins/plastic ware. Food/snacks/lawn games will be provided by Toni, Elizabeth and patrons.

Elizabeth also provided Toni's report, which included an overview of the summer program and other events/programming that is in the works. Toni also mentions in her report, a recent donation (of unused retail merchandise) that could be used at the next fundraiser.

Book sale-

Betsy attended this portion of the meeting to give a summary of how the book sale went. She has provided the board with notes and insight regarding the setup/execution/break-down of the fundraiser for future volunteers.

New Business-

Megan shared that she and Toni were making progress on the 501 C paperwork.

There will be another plant sale (mums), Saturday, September 9, 2017

Meeting adjourned @ 7:20