

Board of Library Trustees  
Meeting Minutes 9-12-16

**Attendees:**

Susan Morse, Chair	Megan Campbell, Co-Chair	Jane Cushman
Phyllis Hayward, Treasurer	Virgil Fuller, Head Librarian	
Mark Lembke, Chair at Large	Sarah Caouette, Secretary	

Susan brought the meeting to order at 6:03 pm, and asked if there were any adjustments that needed to be made to the agenda. **Moved to approve August 2016 minutes, and it was seconded.**

Phyllis added the item of Karen Lathrop possibly signing for the rug drop off/delivery.  
Virgil added an overview of the Consent Agenda process.

Jane Cushman attended this meeting to share her insight on town appropriations and payroll. Phyllis updated Jane on recent check(s) in the amount of \$500 paid out. Jane suggested two separate checking accounts in the future to manage Library funds and expenses: 1) for payroll, 2) for other expenses. Board asked Jane if she would be willing to manage payroll for the Library. Discussion over different Tax IDs (town, library, cemetery etc.) led Susan to ask the board if this should be cleared with the selectboard first. Mark suggested an email to the selectboard in the meantime. Library would be looking at a January 1, 2017 start day, should a new payroll system be adopted. Board would also like to look into having payroll done bi-weekly instead of monthly for the Head Librarian (Virgil Fuller) and Children's Librarian (Toni Gildone). **It was moved by the board to change the current payroll system (within their jurisdiction) and adopt a new one for the 1st of next year (2017). The motion was seconded.**

**Susan moved to elect Sarah Caouette as a new trustee to the Chelsea Public Library Board and to the role of secretary for the board of library trustees. The board seconded the motion.**

### **Treasurer's Report:**

The library made \$400 at the Plant Sale fundraiser. Phyllis and Susan agreed they could probably sell the remaining plants at Friday's Farmers' Market.

Phyllis shared the research she did into purchasing a new vacuum for the library. She was able to find one of commercial quality for \$419. The Town agreed to pay half this cost, and the library will pay the other portion. This led to a discussion by the board over maintaining the newly-installed wood floors in the library. All agreed that proper maintenance should be considered to preserve the floors as long as possible. A new vacuum will be helpful to clean up dust and "grime" build-up. Susan suggested contacting Brown's to find the best product to clean the floors. Phyllis said she would follow up on this.

There was also some concern about the time/energy that is being put into cleaning the library. Virgil confirmed that the cleaning position should only be 1-hour twice per week, and that it has been taking longer than that lately (about 1 ½ hours). Phyllis suggested a checklist of responsibilities to clearly state the expectations of the job (this would also help with time management and efficiency/effectiveness). Phyllis mentioned "the many cords" that were sometimes an obstacle to cleaning thoroughly. Board agreed the new vacuum will be a better aid in accomplishing the mentioned tasks. **A motion was made to approve the Treasurer's report from August 2016, and it was seconded.**

### **Librarian's Report:**

Virgil started off by saying that there has been much positive feedback in regards to the newly-installed floors. "Surprisingly," he said, "There were hardly any complaints about the library being closed for a week." Virgil reported that traffic into the library wasn't as low as expected (even with the closure), with 636 patrons coming through the doors. Circulation was down. Virgil also thanked the board for their assistance in reorganizing the library after the floors were completed. Responding to Phyllis' question above about all the cords behind the desk, he explained that all of them were needed to run the library's technology. He said he is

hoping to figure out a better system, and that the current set-up is not the most ideal. Susan suggested they think some more about the things in the library that contribute to clutter-- how the space could be used more effectively. Members of the board suggested different areas of the library that appear to need some organizing. Virgil said he would work on it, and try to find ways to tighten up the presentation of the space without sacrificing the items necessary for programming i.e. making clearly distinguished sections to free up shelf space. He also would like to go through the trade paperback section near the computers. (Mark offered to help with this)

**No action taken.**

**Adult Programming:**

Susan shared a few potential speakers/authors that the library could host:

- Stephen Long, from Corinth, Vt, forester and author of “Thirty Eight, the Hurricane that Transformed New England.” Speaking fee: \$250
- Mary Holland- author of “Naturally Curious,” from Hartland, VT. Speaking fee: \$500
- Maria Koehler: Advanced Directives speaker from Dartmouth Hitchcock

Susan asked Virgil if the library could possibly collaborate with other local libraries to co-host events to offset some of the higher fees. Megan suggested reaching out to the Law School to advertise the Advanced Directives workshop. All agreed it would be nice to keep events as local as possible. Susan said she would contact the authors and speaker to see if they would be available Feb-April 2017.

Susan brought to the board that Dian Parker had inquired about keeping art on the walls of the library. Board discussed the continuance of having a revolving display. All agreed that they would like to see this continue to happen. Virgil mentioned knowing a local artist who might be interested in participating. Board wondered if volunteers would be interested enough to take this on. Megan suggested reaching out to the art school in Montpelier to see if this might appeal to any students looking for an internship. She also suggested broadening the scope and updating the volunteer list to help coordinate events like these in the future. There was some discussion about having contracts with artists to cover any damages accrued while showing/displaying art.

Toni has information on this and will be contacted by whomever decides to coordinate the art show. Megan also mentioned that it wasn't unusual for a venue to have a commission on any art sold on the premises. **No action taken.**

**SafeArt Event:**

Susan updated the board on Tracy Penfield's upcoming book release, and how the director of SafeArt would like to hold an event in connection with the library in October. The event would have a performance piece tied into it, and it was noted that the Town Hall would probably be a more appropriate space (in which case, Karen Lathrop would have to be contacted). Board discussed how the library would co-host this event with SafeArt if it was held in Town Hall--would they be doing publicity for the event? Megan suggested the library be used to hold the reception and book signing after the performance.

Virgil brought to the attention of the board that "selling books" at a library was a conflict of interest, when the aim is to increase the use of the library. The board had more questions about Tracy's plan, and Susan said she would gather more details. Board wondered if other authors/speakers would also be selling their books. Susan pointed out that it was common practice at readings for authors to sell their books. Mark suggested having visiting authors donate a copy to the library. **No action taken.**

**Annual Appeal Letter:**

As another annual budget is being considered, the board felt it was time to start thinking about the annual appeal letter that gets sent out. Susan asked Virgil if he could be updating the patron list in the meantime.

Meeting was adjourned at 7:30 PM

Future Meeting Dates:

October - either 3 or 17 -TBA

November 14, 2016

December 12, 2016