

Board of Library Trustees
Meeting Minutes 9-17-16

Attendees:

Susan Morse, Chair	Toni Gildone, Children's Librarian
Phyllis Hayward, Treasurer	Virgil Fuller, Head Librarian
Mark Lembke, Chair at Large	Sarah Caouette, Secretary

Meeting was called to order at 6:00pm on Monday, October 17, 2016. The agenda opened with "Public Presentations & Comments": Virgil shared the "Thank You" card received from the Ainsworth Library for the Keurig machine recently donated.

Additions/ Deletions to Agenda:

- Consent Agenda
- Booksale/Attic "clean out"

Susan asked the members of the board if they had an opportunity to look over the Consent Agenda information that had been sent out last month. Virgil was able to provide a general overview on how a Consent Agenda works. The aim of possibly adopting this meeting practice would be to count down the amount of time spent on report presentations, "housekeeping" and procedural topics. Essentially, all officers would send in their reports, questions, and additions to the chair 1-2 weeks before an upcoming meeting, which would then be compiled into one consent agenda document that all members of the board would review prior to the meeting. At the meeting, one vote would be taken to pass all items in the agenda. The 2-week deadline to get all the information in and put together seemed rigid to most of the board members present, and so it was proposed that a 1-week window might be feasible. **No specific action was taken. Conversation to continue.**

It was moved to approved September's minutes, and it was seconded.

Susan had asked about the Annual Appeal Income in the library budget. Wondered how accurate this number was in comparison to other years. Phyllis asked the board if they were coming in at about 75% spending, if that seemed on target for the time of year. There were no concerns raised. **It was moved to approve the Treasurer's report, and it was seconded.**

Librarian's Report:

Virgil updated the board about the new computers recently purchased for the library. Two refurbished laptops and a Mac desktop will replace the existing desktop computers. The order did come in \$124 over budget, but having updated technology outweighs this concern. Susan

expressed her support for the library to stay up to date. Virgil will see if Wincycle will take the library's old computers.

Toni proposed changing the start time of her Saturday program from 9am to 10am. She explained that more and more patrons were showing up closer to 9:30 and 10 already. She hopes that by changing the time to an hour later, she will see an increase in participation. The board agreed that 9am is pretty early on weekends to get a family out the door and off to an event.

Toni also shared that the middle school book club was up and running, and that she was seeing a lot of involvement from the homeschool groups and not as much involvement from the school. She explained that she would really like to start a toddler program, by joining forces with the Orange County Child Parent Center and doing a story hour every other Friday (before the library opens).

Virgil brought up some concerns about insurance covering Toni if she travels outside of the library/workplace. Board agreed it was something to look into before any decisions were made. Susan suggested that once they figure out the insurance part, then maybe trying out a feeler program once a month and seeing if there is any interest.

Toni followed up with information regarding the upcoming Halloween Party: The Chelsea Grange are donating refreshments, and there are three high school students who have volunteered to help out. Toni asked the board if they should consider making a donation to Front Porch Forum, considering how often it is used to reach out to the community. Susan encouraged Toni and the board to use FPF as a tool to keep the community in the loop about upcoming events, but doesn't feel a donation is necessarily expected from a free and public institution. Phyllis asked Toni about her purchases for planning events, and Virgil said that Toni has been extremely resourceful about finding what she needs by reaching out to the community and spending only \$10 or so a month.

Virgil presented a copy of his offer letter from Russ dated June 12, 2012. Phyllis asked about specific holiday closures that were mentioned in the letter. Virgil reviewed all holidays for the board.

Old Business:

Susan gave an update on all upcoming events,

- Maria Koehler, Advanced Directives
- Steve Long, Thirty Eight, March 23.
- Mary Holland, of Naturally Curious, April 12.
- Tracy Penfield, Nov. 3rd

Susan also shared the information she gathered from the VT Humanities Council. If the board signed on for a membership, the library would have access to a variety of speakers/programs for next year. Membership is \$75

Virgil and Susan spoke with Carol Hendrickson who is interested in taking on the curation of art shows for the library.

Appeal to New/Previous Donors:

Phyllis showed examples of the appeal letters that went out last year to new and previous donors. The board agreed the database of donors needed to be updated and cross-checked with the grand list and the library's database of patrons, to make sure addresses are correct. Virgil offered to work on this over the course of the coming weeks. Phyllis told the board that they have about 400 leftover stamped envelopes from last year, and that they need to order about 350 more. Susan suggested that the donor letters are edited/tweaked again for this year. Virgil suggested using the library's new logo. The board agreed to spend the next meeting in November stuffing envelopes.

Bookkeeping with Jane:

Phyllis reported she still needed to order checks and set up an account at the bank, as discussed at September's meeting with Jane. The board discussed a 2-5% increase to the budget for next year, to account for the increase in salaries.

Book Sale:

Toni shared Strafford Library's secret to having a successful book sale---keeping the books ordered by genre/subject, so that patrons don't have to dig through a slew of random books to find what they want. Board agreed there needed to be more organization involved with the storing of books in the attic. Board also agreed to get together Nov. 5th 9-10 am, to do a clean-out of the attic.

Holiday Farmer's Market:

Ideas were tossed around RE: the upcoming Holiday Farmer's Market. Board was undecided about whether or not to participate this year. Ideas that were offered: Sell poinsettias or wreaths. Have a mini book sale.

Board was unsure if they could come up with a viable idea for a table in only a couple weeks.