

Library Trustees Meeting Minutes

April 13, 2015



Present: Kirsten Murch, Anne Hatch, Deb Orelup, Nichole Wolfgang, Alissa Smith, Erik Volk

Absent: Diane Kreis, Ellen Cady

Meeting called to order at 7:07 PM

- Alissa requested that Diane's offer to purchase thermostats be added to agenda.

Secretary's Report:

- Minutes from last meeting were approved and seconded.

Financial Report:

- In Ellen's absence, Anne gave an update on some of the financial issues.
- Bills have been received that were not paid. These included a credit card bill which resulted in the credit card being declined by the Post Office. We have also received a bill from Baker and Taylor which is overdue. In addition, we received a notice from Rural Edge indicating that we are overdue by \$475.
- Anne has added Lisa as a proxy on the credit card account so that she can address issues with the credit card.
- There is also concern that it appears that all payments are coming out of the General Fund although color-coded instructions were provided indicating where payments should be withdrawn from.
- Lisa has indicated she has spoken to Baker and Taylor and that account should be all set. It is believed it was due to a payment crossing in the mail.
- Anne has set up a meeting on Wednesday (4/15) at 3:45 with Gary and it is hoped that Lisa will also be in attendance to address recent issues and clarify what process is.

Friends Report:

- Kirsten provided the Friends Report from Nancy Spencer:
 - PI Day raised close to \$600 and was successful in bringing the community together
 - Choquette Inflatables was very generous for their donation of a Bounce House and the Montagues for their time and talent donation
 - Group now consists of 6 official friends, one who put on an apron for a while and never left
 - Next focus will be Book Sales – ongoing, Foliage Day and perhaps a Summer Celebration

Librarians Report (Highlights):

- A full and detailed Librarian's report was submitted by Anne Hatch. Additional items discussed that did not appear in the report or those discussed in further detail are below:
 - New Kids Computer is in place received from St. Albans Library. She has not unveiled, announced or investigated it yet. It is assumed the library will have a time limit for usage.

- A \$400 gift card was received from BMU Student Council for use with scholastic efforts as part of the proceeds from their books sale.
- Anne provided statistics for Library Usage and indicated last month's confusion was due to a problem with the canned reports displaying some data from another library. March usage statistics were about even with last year as a whole. However, this month there were more Children's check-outs and less adult check-outs as compared to last year. DVD checkouts are up, probably due to the increase in the number of DVDs available.
- We have begun receiving checks in memory of Ginny Jennings's Memorial Fund. We need contact info for the Jennings Family to thank them and to also see if they have any preference for the spending of the money. We should also think about how we will have permanent recognition of the donation (Plaque, Sticker in book covers, etc.?) Ginny was a key person behind the success of the Library and should be recognized. The money will be set aside until contact is made with the family.
- Money container for the coffee stand has gone missing. If anyone knows of its location, please let Anne know. It did not contain much money but the container would be useful to have back.

Open Meeting Law

- For efficiency sake, Anne will follow up with the co-Chairs and Secretary separately to address the Open Meeting Law requirements and related actions.

Updates:

- **New Chairpersons** – Nichole and Alissa will serve as co-chairs. Deb nominated and Erik seconded.
- **Mission Statement Subcommittee** – Topic was tabled due to lack of time to discuss. Some discussion about how detailed the Mission Statement needed to be. Nichole explained about the idea previously communicated where some of the terms which were vague in the current document could be defined in an Appendix that could be updated as technology and society changed over time. Some members questioned whether we had viewed other libraries' Mission Statements. Nichole will contact Michael Roche to see if he can help us in obtaining them or provide guidance.
- **Policy on How Endowment Is Used** – Deb provided a draft of suggested language for how endowment should be used but indicated we had not invested our money in the way that we had hoped to. None of the interest rates yielded what we had expected. The policy probably needed to be completely revised. Trustees are urged to review and provide suggestions as well as to perhaps identify someone who could help that has a financial background.
- **Rural Edge Lease Agreement** – Anne explained that Rural Edge had contacted us to indicate that they do not have a copy of our signed Lease Agreement. It is believed we never actually signed one although there were a number of efforts at documenting legal agreements. Deb reminded Trustees that we gave \$50,000 with the intention that we would purchase the building for a \$1 after a certain amount of time. Deb provided earlier drafts of proposed documentation that she had copies of. Erik volunteered to scan them so we would have a permanent record of these documents. Several viewpoints were shared. Some felt that we should pursue our original goals of purchase of the building if we could locate legal assistance, which has been an issue in the past. Some expressed concern that pressing the matter too much could result in a negative outcome since we are getting a good deal on our rent and have not been able to locate signed copies of any agreement.
- **Future Business:**
 - **Purchase of thermostats** – Trustee agreed to accept Diane's generous offer to buy thermostats
 - **Trustee Recognition**- Anne reminded us that we do not want to forget about our plan to honor past and current Trustees.

- **Historical Society** – Will be doing a combined program with the Library on History In Song. Hopefully, this will be scheduled for Late May/early June.
- Meeting was closed at approximately 8:50 PM

Action Items (To be reported at next meeting)

Anne	Follow up with Co-Chairs and Secretary regarding Open Meeting Law
Deb	Will follow up on writing Thank You Note for the Jennings and to try and find contact point for family
Diane/Alissa	Purchase thermostats
Erik	Will do coverings for new DOL cover books once he can find someone to provide him instruction on how to do it
Erik	Will take responsibility for the next Farmers Market Book Sale table.
Kirsten	Will contact Linda Nunn to see if we can use outside sign for Yoga Classes and will put up the Yoga announcement on the sign by Friday, April 17.
Kirsten	Will post Yoga flyers around area
Nichole	Will follow up on Red Clover Book Activity Guides
Nichole	Will follow up with Michael Roche regarding guidance for Mission Statement and/or access to other libraries' Mission Statements