

Library Trustees Meeting Minutes

March 9, 2015



1304 Scott Highway Groton, VT 05046

Present: Kirsten Murch, Ellen Cady, Anne Hatch, Deb Orelup, Nichole Wolfgang (7:45 arrival), Alissa Smith, Erik Volk

Absent: Diane Kreis

Meeting called to order at 7:05 PM

Secretary's Report:

- Report from Toni was submitted. Kirsten motioned to accept the report, Alissa seconded, and the motion passed.

Financial Report:

- Ellen reported that she was not yet able to furnish the current state of the library funds due to the recent change in Treasurer.
- Ellen reported she has provided the new Treasurer the official letter approving Anne's raise..
- Ellen reported she has not received a bill for the bookcases from Randy yet.
- Ellen requested that she be provided with a list of donation checks for the Annual Appeal from Nancy Spencer to assist her in following up the status with the new Town Treasurer as it is believed that Nancy had recorded all the checks received.
- Ellen reported that she had spoken with Nancy Spencer and that the Friends of The Library agreed to provide funding for a \$30 gift card for a pedicure to be given to Roberta Dana in gratitude for her many years as Town Treasurer and for her assistance to the Library Trustees. A card was circulated for the trustees to sign.
- Ellen reported that there were a fair number of inaccuracies in the Town Report related to the Library's Finances on pages 35-36. This is a new section which has not appeared in the Town Report before as far as anyone is aware and inaccurately among other things specifies that the Library Fund is a "reserve" fund. The accurate Library Report that was submitted by the Trustees appears on pages 53-55. Ellen has volunteered to make appropriate corrections and to file these corrections with the Town Clerk. There are still some unanswered questions about what corrections may be recorded since a portion of the verbiage makes reference to Article 8 passed in 2006 with the incorrect verbiage. Kirsten motioned to allow Ellen to make the corrections at her discretion and to determine which changes can be legally made. Erik seconded, and the motion passed.

Friends Report:

- Report was provided by Nancy Spencer.
- Nancy has indicated she would like to continue to be Friends liaison to the Library Trustees.
- Roughly \$2800 is in account after known costs which included new DVDs, partial funding of new wireless keyboards and mice (in conjunction with Crafts and Conversation raffle proceeds), and refreshments and paper goods for Volunteer Tea. Funds deposited were about \$75 which included a \$50 donation from Dr. Genereaux's Solar Group.

Librarians Report (Highlights):

- A full and detailed Librarian's report was submitted by Ann Hatch. Additional items discussed that did not appear in the report or those discussed in further detail are below:
 - Ellen shared a letter that she wrote on behalf of the board in response to the anonymous letter received by the library in regards to the lights being left on. It appeared in the March 5 Bridge Weekly.
 - Anne reported that Sean from Rural Edge has indicated that the Library will be a pilot for new WIFI enabled thermostats. Erik asked questions about how these function and if it would pose any risk if WIFI was inoperable for some reason.
 - Anne provided a summary of statistics showing current library usage in February. This was an automated export from the computerized library check out system. Usage was up significantly from February of last year. Total checkouts were 244 for this February as compared to 170 for February 2014. Ann attributed this significant increase was due in large part to the success of Story Time and the adults and children who checked out books during this weekly event. Alissa noted that report seemed to have incorrect days listed. Ann will follow up on an explanation for this.
 - Anne requested that we consider obtaining a laptop and projector cart for use with the increasing number of community events which require projection.
- **Old Business**
 - **Open Positions:**
 - Kirsten stepping down as chairperson as soon as next meeting. A new chairperson is needed. In addition, a new secretary is needed.
 - Ellen nominated Alissa and Nichole as co-chairs. Both individuals will think about this and report back at next meeting.
 - Deb nominated Erik as Secretary. Kirsten seconded, and the motion passed
 - A number of trustees informed the board that Kristian Connolly was very interested in joining the Trustees when a vacancy occurs.
 - **Policy on How Endowment Can Be Used:** Nichole indicated that there is a document somewhere which highlights how the endowment can be used but the information quoted in the Town Report from 2006 is inaccurate. Anne indicated that we need to draft a new policy on how the endowment can be used as some things remain unclear such as what constitutes a capital improvement.
 - **Mission Statement:** Ellen reported that she and Nichole had reviewed the Statement of Purpose and Library Procedures as they investigated what might be included in a Mission Statement and provided a document detailing their findings. They reported that their analysis showed that a delineation must be drawn between what is the Librarian's responsibilities and what falls under "community volunteerism." In addition, Nichole explained that there were many terms which needed to be updated to reflect current technology and that a plan should be in place to review these as technology changes. It is recommended that the Policy and Procedures be modified and the changes voted on. Follow up discussion should occur at the next meeting.
 - **Librarian vs. Library Director:** Kirsten reported that she and Alissa had reviewed American Library Association job descriptions for the two positions. The Library Director position from the ALA requires 5 years of experience in a managerial or administrative position, assumed to be in a Library setting. Discussion ensued with the majority of trustees feeling that Anne's current experience did not yet match the required criteria, although credit should be given for her managerial responsibilities in her current role. Anne indicated that her role would not really change in terms of her responsibilities with the new title and that the criteria should be more flexible given the unique aspects of a small town such as Groton and the other experiences she brings to the role. Erik volunteered to follow up on researching library roles/titles in towns of a similar size for next meeting.

- **New Business:**

- **Programs by Volunteers:** Kirsten asked if any Trustees had idea for new programs. No ideas were submitted.
- **Clarification on Trustee Voting:** Kirsten provided a letter from Michael Roche, Vermont Department of Libraries clarifying that email voting should not be allowed and that anyone voting should be a “real time” participant in the discussion. Although physical presence is desired, Skype or conference call is also acceptable to constitute “real time” participation. Kirsten will forward this information to Diane Christ for review.
- **Trustee Appreciation:** Anne indicated she would like to see some recognition of past and current Trustees. This could perhaps be a plaque or something else recognizing the Trustees’ commitment.

Action Items (To be reported at next meeting)

All	Review Ellen and Nichole’s Mission Statement Analysis document and be prepared to discuss at next meeting
All	Be prepared to discuss endowment fund and locate any existing documentation related to the use of the fund.
Alissa	Post Office run (Tuesday/Wednesday)
Ann	Follow up with Nancy Spencer regarding Annual Appeal checks.
Ann	Follow up on anomaly showing incorrect days in usage statistics
Ellen	Follow up regarding inaccuracies in Town Report regarding Library Finances and make appropriate changes where allowed.
Erik	Follow up on Library Director vs. Librarian in other small town libraries.
Erik	Assist with breakdown of room for PI Day
Kirsten	Forward Letter from Michael Roche to Diane Kreis
Kirsten	Clean dry erase books