

Library Trustees Meeting Minutes

May 11, 2015



Present: Anne Hatch, Diane Kreis, Deb Orelup, Alissa Smith, Erik Volk, Nichole Wolfgang

Absent: Ellen Cady, Kirsten Murch

Meeting called to order at 7:05 PM

Secretary's Report:

- Diane moved to approve last month's minutes. Deb seconded, the motion passed and the minutes were approved.

Financial Report:

- Ellen was not present so no report was given
- Alissa inquired as to how bill payments were going as we had faced payment issues last month due to the change in Treasurer, etc. Anne reported that things were much better although some process issues were still being worked out. In the interim, we are not using the credit card for postage due to possible payment deadline issues related to the Library processing its bills on Friday and associated processes which can take an additional 1-2 weeks.
- Anne will be following up with Lisa and Gary to try and streamline the payment/signature processes as much as possible to expedite the processing of payments.

Friends Report:

- No Friends liaison was present and no report was available.

Librarians Report (Highlights):

- A full Librarians report was provided. The items below were those topic in the report discussed in further depth:
 - Nichole inquired as to why we were dedicating a computer just to the card catalog and why it was not also being used a regular computer for patrons. Anne indicated that it was to call attention to the online catalog which people may not notice/access otherwise. If an additional computer is needed, it can be dispatched as an additional patron resource easily.
 - Anne reported that last month's usage statistics were incorrect in that it was comparing current usage to 2007 and not 2014. However, this month's usage stats were accurate.
 - Diane inquired as to how long it usually takes Rural Edge to fix things in reference to the blind replacement in Kids' room and light fixture repair. Anne indicated that we have had better response in the past but she has been contacting Rural Edge every Wednesday for the last three Wednesdays and is still awaiting response.

Updates:

Librarian Job Description Policy Review

- Board met back in January as well as at subsequent meetings and have made recommendation that some changes to the Job Description be made which include what the Board sees as the difference between Librarian and Director job titles, changes to more closely align the job description with the Library's Statement of Purpose and changes to reflect responsibilities that should fall under Friends' and not Librarian role.
- Proposed changes will be distributed for official approval and will be discussed further with Anne at regular review in August

Policy On How Endowment is Used

- Since Ellen was not present and she has been one of the key folks working on this, the topic will be postponed until next meeting. Deb will follow up to make sure that she, Ellen and Diane can meet to have a proposal for next meeting.

Rural Edge Agreement

- As discussed at last meeting, it was decided that our best course of action is not to pursue this further unless required to do so.
- Erik indicated that even if we do not take action now, we should be prepared in case a change in management at Rural Edge brings this to the forefront in the future.
- Nichole suggested that a simple document be created to "tell the story" of what has occurred in simple language.
- Erik will research past minutes to come up with a chronology. Diane will also review old documentation to try and provide additional information

Open Meeting Law

- Anne met with Dave Spencer and Erik Volk to assure we are in compliance with Open Meeting laws. Minutes are now posted on the Library WEB site along with the agenda.

Old Patron Records

- With our records now computerized, Anne asked if it was OK to dispose of old patron records. Nichole motioned that we dispose of the old records and Deb seconded. The motion passed.

Marjorie's Librarian Plaque

- Anne had noticed that Marjorie's Service End Date did not appear on Librarian plaque. Since being added to the agenda, this has been taken care of by the Friends.

Annual Appeal

- Anne indicated that we need to clarify who is responsible for the Annual Appeal. Trustees agreed that this is the Trustees responsibility although we may ask for assistance from past Trustees this year to help guide us.

Thermostats

- Alissa has the thermostats in her possession that were donated by Diane. Rural Edge will be contacted for installation.

Trustee Recognition

- Topic revisited on how we thank former Trustees and especially those who have recently left the Board. It was suggested that a potluck be planned and we will continue think of other ways to recognize past Trustees. Erik will be compiling a list of Trustees from his research on past minutes and will provide to the group at a future meeting.

Remaining/Completed Action Items from Last Meeting

- Anne followed up on Open Meeting Law items with Dave Spencer and Erik
- Deb is continuing to follow up contact points and Thank You notes for the Jennings
- Dianne/Alissa have purchased new thermostats
- Erik received training on DOL library book coverings and will try to find time cover additional books
- Kirsten contacted Linda Nunn about Yoga signs and distributed flyers
- Nichole provided additional Red Clover Books and is continuing to follow up associated Activity Guides
- Nichole has started research on other libraries’ Mission Statements and will be contacting Michael Roche for further guidance.

Electronic Signatures

- Per Gary, we are not allowed to use electronic signatures. Knowing this, the ideal would be to have only one signature required and/or to simplify the process.

Laptop and Projector Cart for Presentations

Due to the possibility of this being something we may use the Jennings donation for, we will postpone until next meeting and/or until we make contact with the Jennings’ family

Future Business:

Mission Statement

- This topic is postponed until next meeting when Ellen will be back as she played a key role in the research on this topic.

Meeting Adjourned:

- Erik motioned to adjourn the meeting. Diane seconded. Meeting adjourned at 8:35 PM.

Action Items (To be reported at next meeting)

Alissa	Contact Shon regarding installation of thermostats
Alissa	Contact Friends to make sure they are OK with changes to Librarian Job Description and involvement in Annual Appeal
Anne	Contact Lisa and Gary to try and streamline the signature/payment processing processes further.
Deb	Follow up on writing Thank You Notes for the Jennings family and try and find a contact point for the family.
Deb	Meet with Ellen and Diane to revise Endowment Policy for discussion/review at next meeting
Deb	Investigate cost/possibility of holding Trustee Thank You event at Seyon Lodge.

Diane	Contact Peter Lyons to see what Selectboard is planning/has discussed in reference to Rural Edge Agreement
Erik	Make suggested changes to Job Description and distribute.
Erik	Research old Trustee minutes (2000-2006) to compile chronology of Rural Edge events as well as listing of former Trustees
Erik	Write up instructions for updating/posting minutes and agendas to the Library WEB site.
Nichole	Further research on Red Clover Activity Guides
Nichole	Continue research into Library Mission Statements and make contact with Michael Roche.
Nichole	Send Thank You Note to Diane Kreis for thermostats so she will have it for tax purposes.