

Library Trustees Meeting Minutes

June 9, 2015



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

Absent: Ellen Cady, Kirsten Murch, Diane Kreis

Secretary's Report:

- Alissa motioned to approve the minutes. Deb seconded.

Financial Report:

- No Financial Report in Ellen's absence.

Friends Report:

- No Friends Report but Alissa mentioned she did speak with Nancy and that a Friends Report will be provided at future meetings only if anything has occurred.

Librarians Report (Highlights):

- Anne Hatch provided a Librarian's Report which is available at Library. Highlights/key discussion points listed below:
 - **Passport to Libraries Program** - We are taking part in the Vermont Libraries "Passport to Libraries" program. Over 100 Vermont Libraries signed up to participate including ours. Information and Passport books available at Circulation Desk. For now, we are using a star sticker instead of a stamp which you can initial with the date granted. Anne will be getting stamp pad so we can use actual stamp. There are local prizes and statewide prizes. Some details still unclear regarding actual rules and how drawing will work.
 - **State Passes** - State Park, Historical Site and Echo passes are available. Anne has asked Friends if we can buy a second State Park pass. Passes can be returned in book drop and there is a sign up book at desk. Be sure to follow instructions and include return date sticker.
 - **CLIF Grant** - We won! We are only 1 of 6 libraries to receive grant in state to receive \$2000 grant. Grant money will be used to buy new children's/Young Adult books for next summer's reading program which will be used mainly for non-fiction procurements. A key contact for the program is on maternity leave and is causing a slight delay but we will find out when we receive the money soon. Going to be used mainly for our children/young adult non-fiction section. There is a question of where we will find space for the new books. Several possibilities were voice by trustees but Alissa's suggestion of using the space in front of the door by the Legos was suggested since there is ample exits and this door is not in use. This will be investigated.
 - **Bar Coding Progress** - Alissa asked about how we are doing with the process of bar coding remaining books. Anne reported that we are almost done with bar coding adult nonfiction and then will be moving onto Children's non-fiction.

- **Credit Card Progress** – Erik inquired about progress with using the credit card once again for mailings. Anne is still working on streamlining the process to with Lisa and Gary to minimize the possibility of another late payment and we should have it corrected soon so the credit card can once again be used.

Updates:

- Shon has not responded to Alissa’s requests regarding thermostats. Alissa will attempt to re-contact Shon although it is not extremely urgent until cold weather once again arrives.
- Alissa met with Nancy and Nancy agreed that item V in the Librarian job description can be the Friends responsibility although the Librarian will have some responsibility related to accepting donations. Result is to leave item N in description and change item V to “Accepting donations and passing donations to friends for management.”
- Anne reported regarding streamlining the payment process that she worked on and has created an adapted form so that all payments would only need to leave the Library building once. She is waiting to hear back regarding a time to meet with Lisa and Gary to solidify the process.
- Deb talked to Emily (Ginny’s daughter) a couple of times. Emily thought it would be nice to have a plaque with a photograph honoring Ginny. Deb brought a sample of an etched plaque that might be a possibility which would probably cost about \$100. Several suggestions were discussed including a plaque and a bookshelf to house the new children’s books received via the CLIF grant honoring Ginny reflecting her “love or reading,” “power of knowledge,” etc. A tea in her honor was also suggested. Deb will float the idea of a bookshelf with a dedication to Ginny with Emily to see if this would be acceptable.
- Deb suggested we wait until Ellen and Diane are back to discuss Endowment topic. Much work has been completed but all three trustees should be present for discussion.
- Deb checked with Seyon Lodge regarding Trustee lunch. Soup and sandwich would be \$15/person and availability is very limited. Lunch would focus on recent Trustees (Nancy, Martha and Toni.) Current thought is that we could hold a potluck breakfast/brunch at the Meadery. Nichole will check into what dates might be possible for this
- Erik supplied summary of minutes regarding discussions of Real Estate issues which can be used for reference although no additional entries were found after March 2010 when auditors were present although it is likely additional discussions outside of normal Trustee minutes did occur.
- Erik provided list of Trustees extracted from Town Reports although several folks indicated these may not be completely accurate due to mid-year resignations.
- Erik provided instructions for updating minutes/agendas on WEB site. These will be tested out next month.
- Nichole reported that Red Clover Activities Guides are online and we can refer folks to the WEB site to access them.
- Nichole reported that a revised Mission Statement has been drafted but she and Ellen still need to meet further. Nichole has obtained a Mission Statement from another library but it is quite different from ours as is their Policies and Procedures.
- Nichole has written a Thank You note for Diane’s thermostat donation and will give to her at next meeting if she is in attendance.

New Business:

- **Meeting Format/Frequency** - Nichole suggested that we change our normal meetings to discuss regular business every other month and focus on Library issues on the alternating months. We will experiment with this in the coming months and the co-chairs will draft appropriate agendas.
- **Annual Appeal** - Alissa hoped to have a rewrite of the Annual Appeal letter but was not able to complete it yet. She still hopes to get it out by the end of July. The question of why all patrons were not on list was brought up and we will look into expanding the pool of recipients. In addition Alissa suggested checkboxes with suggested donation amounts including small amounts (e.g. \$5, \$10, etc.) so patrons would not think they have to give a huge amount to donate to the Annual Appeal. Erik asked if postage cost would be an issue if we greatly expand the distribution list but the anticipated income should more than offset this.
- **Trustee Involvement** – Alissa reminded folks about expanding our involvement in the day-to-day operations of the library and how Anne had brought up the possibility of Trustees coming in once a month to be part of the library. Alissa asked how involved trustees are with other libraries. Anne responded that Trustee involvement at other libraries varies widely. Alissa suggested that maybe Trustees could come in at 5 or 6 prior to Trustee meetings to help out and participate in Library Operations. She will start this beginning next month and we can pursue this on a rotating basis.
- **Use of Library** - We received a request from someone to use the Library for a birthday party. Anne knows this family and we decided to allow them to do so and the Trustees felt like this would be good for the library but there was concern about noise, food, access to the Book Sale books, etc. The policy will be revisited at a future meeting to assure that we have some guidelines for future events/requests.

Meeting Adjourned:

- Erik motioned to adjourn the meeting. Deb seconded. Meeting adjourned at 9:06 PM.

Action Items (To be reported at next meeting)

Alissa	Follow up with Son on thermostat installation
Alissa	Will check with Fire Department to see if it is OK to block the exit by the Legos for a bookshelf.
Anne	Look into if we can extract current patron information from database for additional Annual Appeal recipients.
Deb	Follow up with Emily regarding additional options for recognition of Ginny.
Deb	Will contact Kirsten about possible cost for a plaque for Ginny.
Erik	Will make additional changes to Librarian job description and distribute.
Erik	Will bring old TV to dump
Nichole	Check on available dates at Meadery to host Trustee breakfast/brunch.