

# Library Trustees Meeting Minutes

September 14, 2015



**Present:** Alissa Smith, Nichole Wolfgang, Erik Volk, Nancy Spencer, Anne Hatch, Deb Orelup, Diane Kreis, Kristian Connolly

**Absent:** Ellen Cady, Kirsten Murch

Meeting began at 7:02 PM.

An additional agenda item was added as requested Diane regarding the 10<sup>th</sup> Anniversary of the Library; Nancy requested that Public Comment also be added as an agenda item.

**Secretary's Report:** Motion to approve last month's minutes as made by Alissa and seconded by Deb.

**Financial Report:** No official Financial Report in Ellen's absence. Diane mentioned that CD will be up for renewal but a vote had been taken at a previous meeting to renew it for 1 year. Anne has reported that the approval process from her perspective seems to be going well.

**Friends Report:** Nancy distributed a schedule for volunteers for the book sale and Trustees signed up for available slots. Anne reported that the Friends had agreed to buy the copier/scanner for the Library although Anne charged it to her personal card and has not requested reimbursement yet until she is sure the equipment is functional and will not need to be returned. Nichole will write a Thank You note for the printer to Friends.

Diane reminded folks that we should always include the amount in Thank You notes if it is to be used for tax deduction purposes. Deb indicated she did not believe contributions to the Library are tax deductible but it was confirmed that if the contributions are made to the Town for the library, they are tax-deductible.

Anne reported that we have received three new contribution checks since the last batch of Thank You notes were written.

## Action Items Update:

- **Weekly Meetings with Lisa** - Ellen had communicated by email that she was not able to confirm a regular weekly meeting time to sign check with Lisa but she is stopping in regularly and Lisa will contact her when checks need to be signed. Ellen will notify Lisa if she will be away,
- **Rural Edge** – Anne indicated we had not received further response from Rural Edge regarding the Exit sign being removed. It was decided that we can go ahead with investigation of a shelf for the Snoopy area and pursue the other shelf once we hear back from Rural Edge. Deb confirmed that Ginny's family has OK'd the plaque for the bookshelf but details still need to be ironed out as to what will appear on the plaque (e.g. number of words allowed, photo, etc.)
- **Thank You Notes.** Thank you notes were completed by Ellen and Kirsten.
- **Endowment Policy** – Ellen and Diane have not yet met. This needs to be added back to the Action Items.
- **Meeting With Rural Edge** – Had meeting scheduled for last week but Rural Edge has new management once again so meeting will have to be rescheduled. This was unfortunate because it looked very promising. Diane has continued to stress that the Trustees do not want to own the Library, the Town should own it.
- **Trustee Brunch** – Nichole was surprised a vote had not been taken on the date of the brunch. October 17 & October 24 have been proposed. October 24 looks most likely. Diane will check with Toni & Martha.

- **Mission Statement** - Nichole reported that she and Ellen agree that with revisions to the Librarian Job Description, the Policy can remain as it is.
- **Coming in Early** – Kirsten will reschedule with Anne as she was unable to come in early prior to this meeting.

**New Business:**

- **Deb Orelup’s Replacement** – Kristian Connoly attended the meeting to express interest in the position. He did indicate that his schedule may sometimes require him to depart 15 minutes early and he may not be able to stay past the planned meeting end time of 8:30. This was found acceptable by the Trustees. Nichole nominated Kristian and Alissa seconded effective immediately.
- **Trustee Participation** – Nichole reported there are still concerns about Trustee’s participation. She will be drafting a survey to assess Trustees skills and interests to try and better match them up to volunteer needs.
- **Trustee Attendance** – Concern was voiced about Trustee attendance and how attendance has been worse than in prior years and has drawn concern from some Trustees. It was proposed that if a Trustee misses three or more meetings that the issue must be addressed with the full Board of Trustees to assess the affected Trustee’s commitment and to take action if necessary. Erik will draft up changes to the wording of the Bylaws in this respect for review/approval.
- **Public Comment** – Nancy reported that we may need to assure that all past major contributors have been adequately recognized and thanked. A past donor had indicated that he/she did not feel adequate recognition had been given for a major contribution donate din prior years.
- **10<sup>th</sup> Anniversary** – We should start planning for a 10<sup>th</sup> celebration in 2016 as soon as possible. It should feature a full page Bridge Weekly spread with photos of past donors and/or those for whom memorial donations were made.

**Old Business:**

- **Librarian Evaluation** – Nichole completed the Librarian Evaluation with Anne. Anne provided a list of the activities she is engaged in which must normally be completed when Library is not open (or not busy) along with time estimates to provide further information for Trustees who had questions as to where non-standard activity Librarian time is being spent.
- **Budget Committee** – Anne suggested we start sooner than last year to begin discussions early so we are not under a time crunch. It would be good to schedule this during library hours, if possible. Alissa will lead this committee and it is hoped that Ellen will also be able to serve once again.

Meeting Adjourned at approximately 8:36 PM

**Action Items (To be reported at next meeting)**

Alissa	Schedule Budget Committee meeting
Deb	Will follow up on Ginny’s plaque details for bookshelg
Diane	Check with Toni & Martha to see if they could attend a brunch on October 24.
Ellen/Diane	Meet to revise Endowment Policy
Erik	Draft changes to Bylaws regarding Trustee Attendance requirements.
Nichole	Will write Thank You note for Friends donation of scanner/copier.
Nichole	Will send communication to everyone regarding Trustee Brunch once date is approved
Nichole	Will create survey of Trustee skills/interests/priorities