

Library Trustees Meeting Minutes

October 12, 2015



Present: Alissa Smith, Nichole Wolfgang, Ellen Cady, Erik Volk, Kirsten Murch, Anne Hatch

Absent: Diane Kreis, Kristian Connolly

Meeting began at approximately 6:05 PM.

Note: Meeting started an hour early at the request of co-chair Alissa Smith to allow time to discuss issues where Anne Hatch's presence was not necessary.

An additional agenda item was added to the agenda at the request of Nichole to address Department of Libraries seminars regarding Open Meeting Law and related topics. This was approved and added to the agenda. Erik requested that we add the topic of the Bylaw attendance policy changes. This was postponed until next meeting.

Alissa indicated that the format of the agenda would be changed from the posted agenda for the Librarian portion of the report consolidating the number of topics addressed in the Librarian report from seven items to four. The new topics will be Recent GFPL Happenings; Upcoming Events, Projects, Changes; Library Volunteer Update, and Questions. This change is effective immediately.

Alissa motioned to approve agenda changes and Ellen seconded. Agenda changes were approved.

Secretary's Report: Motion to approve last month's minutes was made by Kirsten and seconded by Nichole. Minutes were approved.

Financial Report: Ellen reported \$805 in proceeds from Book Sale and \$1221.25 thus far from Annual Appeal.

Friends Report: Alissa reported in Nancy's absence that the Book Sales was a success and Friends wished to thank the folks who donated books, volunteers and the folks that purchased books.

Action Item Updates:

- **Budget Meeting** – Alissa reported that the Budget meeting was held last night and the proposed budget was ready pending finalization of Librarian salary increase. Town has requested level funding but will consider funding increase requests up to 1.7% of total budget. Committee proposed changes to cleaning line item on budget to change cleaning to every three weeks instead of every four weeks. Since money remains for cleaning/polishing floors in budget for this year, it is not necessary to request that for next year. We hope to have that cleaning completed this December. Impact is negligible and will result in an increase of roughly .34%. It was noted that the Town Report lists the Librarian salary incorrectly at \$17.88 but it is actually \$16.77.
- **Plaque For Bookshelf**- Bookshelves have arrived and are awaiting assembly. Finalization of plaque will occur after assembly when proper measurements can be taken.
- **Endowment Policy Changes** – Ellen distributed changes to Endowment Policy. Discussion postponed until next month.
- **Bylaw Changes** – Erik distributed electronically the proposed changes. Discussion postponed until next meeting.
- **Thank You Notes for Copier** – Nichole will still write these after confirmation of payment for copier is finalized.

- **Trustee Brunch Communication** – Nichole distributed information and will distribute another communication with food/item assignment.
- **Survey** – Nichole has received information she needs to create survey but has not created it yet.

Executive Session:

Trustees went into Executive Session at 6:21 PM to discuss Librarian Salary. Executive Session ended at 6:49 PM.

Librarian Wage Decision:

Trustees decided to recommend a wage increase of 2%. All Trustees feel Anne is doing a great job but increase must be kept in line with Town funding request restrictions and historical and current hourly wage increases for other town employees.

Trustee Brunch

Brunch assignments were made. Nichole will distribute these assignments via email. Martha and Toni will be bringing spouses. Deb will be attending but may not stay for whole event due to family members visiting. Final confirmation not received from Nancy but we believe she will be attending based on conversation at last meeting. Erik distributed certificates to be handed out to honored Trustees. His color printer cartridges need to be replaced so he will provide files to Nichole and she will print them. Anne is going to create a coupon valid for the new version of Mr. Glover's Groton once printed.

Open Meeting Forum

Department of Libraries is hosting a free forum on Open Meeting Laws and related topics. Two area seminars include one in St. Johnsbury on Tuesday, November 10 from 6-8 PM and one in Montpelier on Monday, October 19 from 6-8 PM. All available Trustees are encouraged to attend.

Librarian Report

Anne provided her Librarian Report and reviewed items. Please see included report for items discussed. Other points are listed below that may require further detail.

- Charge for use of scanner will be \$1/page for sending faxes. 10 cents/page for faxes received. Erik will explore non-profits that we may donate old copier to.
- Children have been using some of the other doors for exiting including the one upstairs and the door near kitchen. These doors may unlock when exited through so please be cognizant when volunteering.
- Suspicious individual has been frequenting library and complex area. Please be alert and aware and report any suspicious activity.
- Rural Edge has requested we sign an addendum prohibiting smoking in the facility
- Anne will not be doing a Volunteer training but instead will institute a Volunteer Newsletter

Action items:

Anne	Prepare coupon for Mr. Glover's Groton.
Anne	Provide final detail to Deb Orelup to finalize plaque for new bookshelves
Ellen	Report to Linda Nunn about incorrect Librarian wage in Town Report.
Erik	Provide final Trustee certificates to Anne and Nichole
Erik	Follow up on possible non-profits to donate old copier to
Kirsten	Follow up with Rita Ames/Rest and Relax about revised cleaning schedule. Follow up with Anne to arrange for appropriate time for floor polishing.
Nichole	Prepare Thank You Note(s) for copier donation.
Nichole	Will email out agreed upon Trustee Brunch assignments
Nichole	Finalize and distribute Trustee survey
Nichole	Investigate screen saver for Search computer.
Nichole/Alissa/Erik	Confirm who will be attending Open Meeting seminar.

Meeting ended at 8:15 PM.

Respectfully submitted by Erik Volk, Secretary.