

# Library Trustees Meeting Minutes

December 14, 2015

**Present:** Nichole Wolfgang, Erik Volk, Kristian Connolly, Kirsten Murch, Anne Hatch, Diane Kreis (via phone), Michael Roche (DOL, Northeast Regional Consultant)



**Absent:** Ellen Cady

Meeting began at approximately 7:07 PM.

- **Agenda** - Agenda was reviewed and approved. No amendments were made.
- **Minutes Approval** - Nichole motioned to approve last month's minutes with minor changes submitted. Kirsten seconded and the minutes were approved.
- **Special Meeting Minutes Approval** - Kristian motioned to approve the Special Meeting minutes. Kirsten seconded and the minutes were approved.
- **Financial Report**
  - No Financial report was given as Ellen was absent from meeting.
- **Action Item Update**
  - **Chair Cleaning** – Alissa reported that Pam will be able to clean the chairs starting in the new year. Diane reported that the yellow chairs are supposed to be able to be easily cleaned with soap and water. Anne indicated that should clean all the chairs even though the yellow ones generally show more dirt.
  - **Budget Committee** - Alissa reported that the Selectboard would be meeting this week to discuss budget requests.. They should have answer by Thursday, December 17.
  - **Exit Sign** – Alissa asked if we still wanted to pursue the removal of the Exit sign in front of the old door since we now have alternate shelving and perhaps the space is no longer needed. Anne reported that we still could use extra shelving space. Anne reported she had spoken to the new folks at Rural Edge and they said they would remove it if we had something in writing from the State Fire Marshall. Kirsten reported she had received no response from the State Fire Marshall. Erik located a new regional Fire Marshall contact and he emailed the contact information to Kirsten who will follow up.
  - **Annual Report Correction** – Anne reported that the Annual report was overstated in one section because it included taxes and other items that were not straight salary. Therefore, a correction is probably not necessary.
  - **Library E-Mail Tracking Account** – Erik set up an archive email account entitled GFPL Archive and trustees have been cc'g that address in Library communications. The password to the account was supplied to all Trustees.
  - **Old Copier** – Erik reported that the Historical Society did want to accept the old copier for use in community members who wished to copy historical documents at the Peter Paul House since the Society is planning on making those resources more accessible. Erik will transport copier.
  - **Bylaw Changes** – Erik brought the Bylaw changes reflecting the attendance policy. It was circulated and signed by those present. Anne will keep the document in her files and the other Trustees will sign at next available time.
  - **Rural Edge Meeting** – Diane has not heard back from Rural Edge concerning a meeting with them. Diane has copies of everything we have given to Rural Edge that shows that the 50K we provided was a loan and that either we need to be paid back or ownership of the building needs to be transferred. The issue has gone before the Rural Edge Board of Directors but they have not gotten back to us yet. Peter Lyons has been actively trying to get updates.

- **Endowment Policy Changes** – Kirsten distributed the new policy changes to the Board for signatures. Anne will keep the document in her files and the other Trustees will sign at next available time. Kirsten added the new policies to the bottom of the list rather than revising the whole list.
- **Ginny's Plaques** – Anne told Kirsten she heard back from Deb Orelup that the plaques will be picked up before Christmas to be affixed to the CLIF grant bookshelves. Diane and Alissa said we should have a photo in the Bridge Weekly showing the new plaques.
- **Cleaning Schedule** – Kirsten reported that she had confirmed with Rita that she will be coming every three weeks now beginning in January. There is a contract with the Town that states she will be coming every four weeks and this should be changed, although we did not sign the contract. Alissa will follow up to confirm the contract is changed or amended.
- **Inform Alissa of Budget Decision** – Decision was communicated to Alissa after last month's meeting.
- **Thank You Notes** – Nichole has not yet completed but will do so.
- **Trustee Survey** – Nichole has not yet completed but will do so.
- **Screen Saver** – Screen saver is not needed for the computer in question.
- **Future Goals for Budget**
  - Michael provided some guidance regarding budgeting including:
    - Emphasizing the responsibility of the Board for fundraising,
    - Discouraged cuts to library cuts because they usually result in less services and cuts have a real impact on communities, especially small rural communities
    - There is no cap for fundraising
    - Our library falls near the bottom of the list for fundraising when compared to similarly sized towns
    - We should be hesitant to have too many small fundraisers as this tends to exhaust community members in their support for the library. One or two major fundraisers (in addition to the Annual Appeal) are normally best. Events which create a community event are usually best and that provide entertainment and/or fun engagement for community members.
    - Fees are not usually a good option for procuring funds but usually used more as a deterrent.
    - Libraries are allowed to serve alcohol at events.
    - When procuring funds, we should be specific about what the funds will be used for (extended hours, children's collection, programs, etc.) and/or allow those donating to check off topics they would like to see their donations used for.
    - Trustees should make an effort to attend other libraries' Trustee meetings at least once a year to see how they operate, network and get new ideas.
    - Be careful when nominating new Trustee members and make sure the person has skills that are needed, rather than simply filling a seat.
  - Alissa motioned that we should reconsider the previous vote of taking only half the year's needed funds out of the Endowment fund. It was questioned whether we could retake a vote that was already decided. It was decided this would not be acceptable but a new motion asking for funding for the second half of the year would be acceptable.
  - Alissa provided a new motion as a separate vote to take out funding from the Endowment fund for the second half of 2016 in addition to the first half of the year that was already approved. The reasoning being that if we had to focus on fundraising for the second half of the year, it would not leave us much time to plan for and commence fundraising for 2017.
    - Kirsten, Alissa, Kristian and Diane voted yes. Erik and Nichole voted no. Motion was carried and approved.
- **Librarian Report**

- Anne distributed Librarian report but due to limited time only was able to provide a short explanation of the report. She expressed concern that there often does not seem to be enough time to provide adequate explanation. We will continue to investigate ways to address this issue.
- Security of volunteers and library personnel as there is a lighting issue and no emergency alarm process for volunteers. Flashlight will be procured and possibly pepper spray. Erik suggested the Fire Alarms be used in case of emergency.
- Pilot ILL courier service was discussed. Plan is to use this service and decrease amount of money previously used for postage. We are awaiting final confirmation that we will be able to use this service.
- **January Retreat**
  - Alissa suggested an Annual Retreat in place of our normal monthly meeting. Kirsten offered up her home as a venue. Tentative date set for January 9 from 11AM-3PM. Alissa will confirm with everyone and Kirsten will confirm venue.

- **Action Items**

Alissa	Follow up on amending/revising cleaning contract with town
Alissa	Check with Fire Department to assure it is OK we use Fire Alarms as emergency panic button for volunteers/employees
Alissa	Confirm retreat date/times
Anne	Arrange for Bridge plaque publicity once they arrive
Diane	Continue to follow up with Rural Edge
Kirsten	Follow up with Regional Fire Marshall contact.
Kirsten	Confirm availability of home for Retreat
Nichole	Thank You notes for new copier/scanner
Nichole	Trustee survey

- Meeting adjourned at approximately 9:25 PM. Diane had to depart meeting at approximately 9:00 PM.