

Library Trustees Retreat Minutes

February 8, 2016

Present: Nichole Wolfgang, Erik Volk, Kristian Connolly, Kirsten Murch, Anne Hatch, Diane Kreis (via phone)



Absent: Alissa Smith.

- Meeting began at 7:07 PM.
- Agenda was approved.
- Anne asked for the topic of Annual Appeal to be added to the agenda. The addition was approved and added.
- Kristian motioned to approve Secretary's minutes from last meeting. Ellen seconded and the minutes were approved.
- Ellen provided a Financial Report.
 - Copies of Wells River Savings Bank statements were unavailable as the Auditors have them in their possession.
 - Ellen provided a written report containing current balances which appears at the end of these minutes.
 - A discussion ensued about the release of funds from the American Funds account for expenses as previously voted on. The possibility of taking only what was needed now was discussed as opposed to withdrawing all funds that may be needed. Kirsten motioned we remove the \$5000 now and Kristian seconded.
- Anne provided a Librarian report which appears at the end of these minutes. She also provided patron statistics for January 2015 & January 2016 as well as verbiage to be included in the Town Report. Erik questioned the reason for the rise in adult stats. Anne reported some of the rise is due to the tracking of renewals and increase patron usage. She also indicated we have had a letter of interest regarding a Library Assistant position. We have no funding for this so a Trustee will respond to the inquiry.
- Kristian expressed concern about the issuing of keys to community members and organizations who use the library facilities. A discussion of the policy ensued with varying levels of concern. It was decided that for now a specific key policy would be drafted to make it clear as to the responsibilities and restrictions for key usage.
- Anne provided a brief Friends' Report. Key item is that the Friends will hold a Books By The Bag sale on February 20 from 9-2. Patrons can fill a bag with books for \$5.
- Voting Discussion from Retreat
 - Kristian reported on his research findings that the Library may not be following state law which addresses changing the number of trustees. His research indicates that a change in the number of trustees must be approved by a vote or by a process which involves public posting of the desired change with a chance for the public to respond. In addition, appointment of interim trustees should be done by the Selectboard.
 - Kristian requested he be elected for a full 3 year term at Town Meeting rather than the completion of Deb's term.
 - Anne reported that she may have a likely candidate who could be elected/appointed to complete Deb's term in lieu of Kristian.
 - Kristian motioned that we moved to reduce the Board to 5 members. Kirsten seconded it. All attending Trustees approved with the exception of Ellen who voted against the proposal. The proposal passed. The proposal will be posted for two weeks and if we have not received any public comment within 44 days, the new policy will be effective.

- Fundraising Discussion
 - Reports on fundraising options were provided. It seemed like none of the current options will yield enough funding this year and further discussion is needed. A date will be determined by the Board with as much attendance by Friends as possible.
 - Anne asked what to do with the Annual Appeal documentation from last year. She will file it away in case it is needed.
 - Anne brought up the possibility of holding classes at the Library for a charge to raise funds. Other libraries have done this with success.
 - Anne brought up the possibility of working with the Rotary club, Lions club or other charity organizations to help raise funds.
 - Anne encouraged the Trustees to be in communication with other Trustees for ideas.
- Action item Updates
 - In Alissa's absence, Anne reported that it appears the chairs had been cleaned.
 - Anne reported that the local Fire Department said it is fine to use the Fire Alarm as emergency notification system. Kristian and Diane expressed concern about whether this was a sufficient system since there is no alarm close to the desk.
 - Anne reported that Ginny's plaque is all set and an article/photo will soon appear in the Bridge Weekly.
 - Diane is continuing to follow up with Rural Edge although further progress has been made since last meeting.
 - Kirsten is still following up with the Regional Fire Marshall. There was some confusion about which door we wanted to block.
 - Nichole has not yet followed up on the Trustee Survey.
 - Anne has surveyed possible Trustee candidates and reported back on possibilities.
 - Kirsten provided a report regarding the possibility of using Bingo as a fundraiser. Feedback thus far has indicated that it would raise minimal funds for the amount of work required.
 - Kristian reported back on research for Silent Auction. In most cases, it is successful in combination with another event like a dinner. It does have possibilities but it takes a lot of work and usually does not raise much money in the first couple of years.
 - Erik reported his research on Casino night. Event requires significant initial cash outlay and sponsorships but can yield significant money. However, if we were to procure sponsorships, the sponsorships themselves might yield as much money as we would need without all the work for Casino night.
- Meeting Ended at 9:11 PM.

Action Items

Anne	Will come up with suggested language for Key Policy and will work with Erik and Kirsten to finalize before next meeting.
Diane	Will continue to follow up with Rural Edge
Ellen	Will call Sun America to request that the \$5000 be released to us from our account.
Ellen	Will check into what fees may be incurred (if any) for withdrawing money from the Endowment fund.
Ellen	Will notify Lisa to expect a \$5000 check from Sun America and that she will be responsible for depositing it into our operational/library account.
Erik	Will post Board size proposal on WEB site once received.
Kirsten	Will check with Newbury Library about key policy and meeting space rental/usage.
Kirsten	Will continue to follow up with Fire Marshall.
Kirsten	Will respond to letter of inquiry regarding Library Assistant position

Kristian	Will write up posting regarding change in Board size and will post it.
Kristian	Will contact Selectboard to see if we can pass bylaws to give Board control of Board size and interim appointments.
Nichole	Will continue to work on Trustee Survey

Board of Trustees Meeting

Feb. 5, 2016

Librarian’s Report

General Updates

- We have joined the Upper Valley OneCard system. With OneCard, patrons can borrow from several libraries without needing various library cards. I will begin to publicize this option soon. I don’t think it will attract too many folks, but will be nice for some – and it’s free to us. Participating libraries include Bradford, Chelsea, Blake in Corinth, Fairlee, Hartford, Hartland, Norwich, Quechee, Ascutney, Wilder, Windsor – and I believe that Wells River and Tenney are joining as well.
- Ginny Jennings shelving completed with help of Deb Orelup. Photo to come out in Bridge on Feb. 11th of plaques and YAC kids in front of it (see below info).
- Applied for and received CLiF mini-grant of \$250 to run Youth Advisory Committee for 5 months. Money is for staff hours and snacks.
- Junior Fiction (JF, chapter books) have been re-shelved so that graphic novels and most series are integrated by author’s last name.
- The Graphic Novel shelf has been disbanded – graphic novels for any age are now noted by blue spine label covers but integrated into their otherwise correct shelf location, either fiction or nonfiction or biography. (I experimented with the GN shelf, but it didn’t seem to draw enough attention to warrant the separation.)
- First volunteer newsletter has gone out, and I hope to have another sent out ASAP.
- Submitted Town Report for 2015 – please see additional document attached to email.
- Have started process of getting Trustee access to VOKAL system to run reports to help with attaining data & statistics. Still waiting to hear back for final “ok.”
- See circulation numbers for January 2015 in email attachment spreadsheets.

JAN. 2015 (18 days open) JAN. 2016 (11 days open)

Patrons-A	168	Patrons-A	170
Patrons - YA	3	Patrons - YA	19
Patrons-C	23	Patrons-C	41
Computer Program	21	Computer Program	32
	66		39

Professional Development

- Online conference of Big Talk from Small Libraries is taking place on Friday, Feb. 26th. I would like to either virtually attend OR spend time watching recorded sessions afterwards. Perhaps trustees would be interested as well in below description that caught my eye at <http://nlcblogs.nebraska.gov/bigtalk/>:

Flip The Script: Changing the Direction of the Library

Dianne Connery, Director, Pottsboro Area Public Library, Pottsboro, TX (Population served: 3,333)

Learn how the rural library dramatically changed focus in the last 5 years—from book depository to community hub, and how they’ve turned outward to build relationships and try new ideas. Being at the fortunate point in time that the library was running out of money and volunteers, with no tax dollar support, created freedom to experiment without fear of failure. Successful leaders need to paint a compelling and inspiring picture of what that future will look like. This requires developing your own clear vision of where you want to go and providing meaningful guidance regarding how to move forward.

Programming Updates

1. Crafts and Conversation: Continues each Wednesday, 1-3pm, with attendance of 1-8 members.
2. Book Group. Meets 4th Mondays at 7pm. No January meeting.
3. Youth Advisory Committee: Meets last Sunday of every month (Jan. to May) at 3:30pm. Nine youth ages 7-14 attended the first meeting and there was excellent energy & suggestions. Anne is really happy to be able to lead a program again! Look for group’s photo in the Bridge on the 11th.
4. Fun Art Fridays: Renee is volunteering to teach art classes the 2nd & 4th Fridays of every month – wow! 3:30pm is Nature Crafts for kids and 5:00pm is Drawing for teens & adults. People participating are really happy and appreciative of the classes! There are on average 5 people per time slot, and I anticipate that participation may grow in the future.

Library Volunteer Update

1. Current regular (once or twice a month) front desk volunteers:
Toni Dyer, Deborah Connolly, Sue Murray, Erik Volk.
2. Current back-up non-trustee front desk volunteers:
Deb Orelup, Martha Montague, Anne Gallagher, Nancy Spencer, Renee McWilliams.

For Discussion

The basement of the Town Hall is no longer accessible for many groups as a meeting space. Because of this, our space is receiving more interest – which is great for our library – especially as it brings new people into our beautiful building. Two questions have come up for me as I work to schedule these meetings:

1. Who do I charge?

This is how our current policy reads:

Use Fees

The Library’s Board of Trustees encourages community use of the Meeting Room. Civic and educational groups are not charged, but donations are appreciated. Preference will be given to Groton groups. A suggested minimum donation for a group that meets regularly in the Library is \$10.00 per 2 hour meeting. Groups or individuals who use the Library for private profitable events (e.g. craft classes, etc.) are charged \$10.00 per meeting (2 hours or less).

The last 3 groups that have requested use of the space and inquired about cost are:

- TOPS weekly meeting (kind of like Weight Watchers)
- Guided meditation by Shelly Drew
- Buckaroos of 302 (snowmobile club)

So far, I told TOPS that it is no cost (but they have decided to donate \$20 per month to library), told Shelly that it is \$10 per meeting (because her class is not free to participants, although by donation), and told Buckaroos that I would get back to them after our trustee meeting. BUT it is getting to be a grey-er area as more requests come in.

2. Any concern over keys out in the community?

These groups require library key copies. I don't see any way around it, but wanted to bring it up in case there are concerns. More people using library out of hours = more people needing keys....

Monday, Feb. 8, 2016

Library Trustee Mtg.
(Treasurer Report)

- Wells River Savings: Copies of statements unavailable at this time as CPA firm in Barre currently has all Bank statements (per Lisa)
- American Friends: \$17,982.57 - A \$667.75 increase from Sept. quarterly report.
Our contact person Scott Kabon is phasing into retirement.
Linda Sjorston (603-752-6445) will be our new contact person.
- Merchants Bank: Per Lisa our current balance as of TODAY is \$4499.54 minus the February rent of \$475.00 which has not yet been paid.

Thank You.
Ellen Cady