Library Trustees Board Meeting

April 18, 2016

Present: Erik Volk, Kristian Connolly, Alissa Smith, Diane Kreis (via phone), Anne Hatch

Absent: Sarah Despins

- Meeting was called to order at approximately 7:05 PM
- At Anne’s request an agenda item was added to address our goals for speaking with the Selectboard regarding budget increase
- Alissa motioned to approve all previously unapproved minutes. Kristian seconded.

• Financial Report
  - Alissa has not yet had a chance to speak with Ellen. Report will be postponed until next meeting.
  - Anne confirmed there have been no large expenditures this month

• $5000 Transfer Issue
  - The issue of the $5000 to assist the budget deficit was addressed. It had previously been discussed that the funds should have been withdrawn from Endowment Fund instead of the American Fund. Alissa will arrange to move the funds from the Endowment Fund back into the American Fund

• Librarian Salary/Back Pay Update
  - Kristian reported that he did check and confirmed with the Selectboard that there is no back pay for town employees. It is up to the Trustees to figure out how much is owed to Anne and cut a check.
  - In the future, we will need to keep this in mind and be sure that the number for the fiscal year should reflect two month’s pay in the current year
  - Amount will need to be classified as a bonus or some alternate form of payment to Anne. Alissa will check to make sure there are no tax implications for Anne in reclassifying the amount due.

• Librarian’s Report
  - Anne reviewed the Librarian’s Report (attached)
  - Erik will work on setting up an Author’s Discussion group to commence in the summer
  - Discussion ensued regarding continuing surplus of vacation hours for Anne. Anne will work on scheduling time to try and reduce the amount of unused vacation time, preferably prior to August 1. Erik volunteered to provide coverage on July 1

• Next Date for Trustees/Friends Yard Sale Meeting
  - Next meeting will be on May 16th at 7 PM
  - Kristina will come up with a full list of everyone who needs to be communicated with

• Meeting Format Discussion
  - Existing format for agenda will work
  - We will abandon the idea to alternate meeting focus every month as topics often come up that need to be addressed immediately which make alternating focus difficult

• Library Goals
  - We need to figure out exactly what we will say to the Selectboard regarding budget proposal well in advance of November
  - We need to provide data to show exactly what and where our need is
Kristian will compile statistics and comparisons with libraries of similar size
We need to refocus on what we want the Library to be and where we want it to go. Previous attempts have been unsuccessful. We need to hold a special meeting and focus only on this one thing preferably in July.

- **Friends Report**
  - Deborah Connolly is now the new leader of the Friends group

- **Cleaning Contract**
  - Alissa read the new wording for the cleaning contract. All Trustees felt it sounded good and should be put into place

- **Key Policy**
  - Anne provided new version of Key Policy (attached)
  - All Trustees will review and plan to sign at next meeting if no changes

- **Regional Fire Marshall**
  - Kirsten provided information to Kristian. Kristian will follow up with Kirsten

- **Trustee Survey**
  - We will no longer compile a survey for the Trustees. This Action Item can be removed

Erik motioned to adjourn. Diane seconded and the meeting was closed at approximately 8:40 PM.

**Action Items**

<table>
<thead>
<tr>
<th>All</th>
<th>Review Key Policy</th>
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<tbody>
<tr>
<td>Alissa</td>
<td>Connect with Ellen to transfer Treasurer responsibilities</td>
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<tr>
<td>Alissa</td>
<td>Move $5000 from Endowment Fund to the Operational Fund</td>
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<tr>
<td>Alissa</td>
<td>Will confirm if there are any tax implications to classifying the money owed Anne</td>
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<tr>
<td>Erik</td>
<td>Set Up Author’s discussion group</td>
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<tr>
<td>Kristian</td>
<td>Compile complete email list of who needs to be communicated with regarding Yard Sale and other Trustee fundraising efforts</td>
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<tr>
<td>Kristian</td>
<td>Compile statistics for Selectboard presentation</td>
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<tr>
<td>Kristian</td>
<td>Will write Annual Appeal Letter</td>
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<tr>
<td>Kristian</td>
<td>Follow up with Kirsten regarding Fire Policy</td>
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