Library Trustees Board Meeting

May 9, 2016

Present: Kristian Connolly, Sarah Despins, Diane Kreis, Erik Volk, Alissa Smith, Anne Hatch

- Meeting was called to order at approximately 7:04 PM
- **Agenda Amendment** – Anne asked to add Fundraiser Information, Library Mural Information and Internet Upgrade to the agenda. Items were added.
- **Minutes** were approved from last meeting. Diane moved to approve them and Alissa seconded and the motion passed.
- **Financial Report** – Alissa did transfer the $5000 from the Endowment Fund into the American Funds. Ellen has contacted Alissa about a meeting regarding transfer of financial information but Alissa has not gotten back to her yet.
- **Cleaning Contract** – Alissa and Anne have signed it but Rita (cleaning person) still needs to sign it. Lisa has been unable to reach her as she is out of town.
- **Key Policy** – The revised policy was circulated among the Trustees and signed by all Trustees.
- **Policy & Procedure Documents** – Anne provided additional Policy & Procedure documents for Diane to sign as she has been attending via phone.
- **Rural Edge Letter**
  - A letter from Rural Edge was received asking us to pay half of $1,732.50 for frozen pipes allegedly due to our neglectful behavior in keeping the thermostat too low
  - The letter referred to a clause in the lease agreement. The portion of the unsigned lease they provided indicated that we agreed to maintain a minimum of 40 degrees which we did.
  - The pipes that froze were in the front area of the library which was poorly protected with insulation, etc.
  - Kristian will get back in touch with Rural Edge to let them know we do not believe we are responsible as we were in compliance with the lease.
  - Mandy who wrote the letter is no longer with Rural Edge
- **Library Building Purchase**
  - It was discovered that the Selectboard actually had additional information regarding the potential purchase of the Library and the original purchase agreement and had provided the Selectboard with specific numbers regarding a potential purchase that the Trustees were unaware of.
  - Given the newfound information and communications, it is uncertain how we should proceed on the issue
  - Kristian will get in touch with Mary to discuss
  - Diane will touch base with Peter Lyons at Community Club meeting to get his input/perspective
- **Librarian Salary Adjustment**
  - Alissa provided Lisa with the amount due to Anne for the Librarian salary adjustment and the check should be all set
  - Sarah questioned how we can avoid this in the future. Alissa responded that we just need to figure it into the budget and let Lisa know.
- **Librarian’s Report**
  - Anne reported that Blue Mountain will be using the Library for tutoring between 1 and 2:30, Monday through Friday
• Anne attended training on exporting data and creating reports from the Library computer system. It was not that useful. Erik and Kristian expressed interest in investigating the topic further. Anne will provide information to Erik and Kristian.

• Library will be presenting Sleeping Sentinel concert featuring Banjo Dan in conjunction with Groton Historical Society and Groton Recreation on September 3rd and will provide $100 for the concert. The Library Raffle will be held on that date in conjunction with the event. Erik will update raffle tickets accordingly.

• Trustees still need to set a date for the “Goals” meeting to address what they believe the goals should be for the Library. This will need to be a separate meeting and Kristian will follow up on setting a date.

  • **Fundraising**
    • Publicity needed additional information to confirm details of Yard Sale event. It was confirmed that the event will have hot dogs, other food, Bouncy House, Face Painting and raffle
    • The lack of an actual email distribution list was brought up again. Kristian will send out a complete listing to all.

  • **Internet Upgrade**
    • The town is upgrading their internet service to Charter which will provide better internet service. Board agreed to upgrade the Library’s service as well.

  • **Library Mural**
    • The Town is looking to paint over an old mural from the former Children’s Room when the Library was located in the Community Building/Town Hall. The mural was painted by Andrea Blair.
    • The mural is currently obscured by shelves, storage, etc. A previous good quality picture of the mural was provided and the Trustees feel this is probably sufficient for preservation efforts as the mural is probably damaged, faded, etc. from neglect and storage items being pushed against it. Alissa will talk to Lisa further about it and see what the current state looks like.

  • **Fire Marshal** – Kirsten has not yet been able to make contact with the Fire Marshall to arrange for an inspection regarding building capacity. Kristian will follow up with Kirsten to make the inspection appointment

• Alissa motioned to adjourn. Erik seconded and the meeting ended at approximately 8:51 PM.

**Action Items**

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<tr>
<th>Name</th>
<th>Action Item</th>
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<tbody>
<tr>
<td>Alissa</td>
<td>Examine old Childrens’ Room mural and speak to Lisa about painting plans</td>
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<tr>
<td>Anne</td>
<td>Provide information to Erik and Kristian regarding Library software</td>
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<tr>
<td>Diane</td>
<td>Discuss current building issue with Peter at Community Club Meeting</td>
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<tr>
<td>Erik</td>
<td>Update raffle ticket to have drawing in September 3</td>
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<tr>
<td>Kristian</td>
<td>Contact Rural Edge about frozen pipe issue</td>
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<tr>
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<td>Contact Mary regarding building purchase information/communications</td>
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<tr>
<td>Kristian</td>
<td>Set a date for the Library Goals meeting</td>
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<td>Provide an email distribution list for all involved in Fundraising</td>
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<td>Kristian</td>
<td>Follow up with Kirsten/Fire Marshal regarding capacity inspection</td>
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