

Library Trustees Board Meeting

July 11, 2016



Present: Diane Kreis, Alissa Smith, Erik Volk, Anne Hatch

Absent: Kristian Connolly, Sarah Despins

- Meeting called to order at 7:08 pm.
- Alissa voted to approve the agenda. Diane seconded.
- **Treasurer's Report**
 - Money from Yard Sale Extravaganza was deposited. Total amount was \$3,046.54.
 - Alissa signed the timesheets today at the Town Office as well as dropped off raffle tickets. Alissa will have Lisa sign the timesheets biweekly.
 - Alissa had previously communicated that Lisa Hart had asked the Library to switch the Merchants Bank account from a money market account to a regular checking account as we were writing too many checks for the money market account. The difference in interest is minimal. Erik motioned to approve this change and Diane seconded it. The motion passed.
 - Alissa has not yet had a chance to get together with Ellen but she is still planning on doing so.
- **Thank You Cards for Yard Sale** – Thank you cards were completed by Kirsten and Martha.
- **Windows 10 Update** – Anne reported on Jared's inquiry about whether we wanted to upgrade to Windows 10 and provided various details and possible cost estimates for custom built equipment. (More information appears in the Librarian Report attached to these minutes.) We have until 2020 before we must make the upgrade. After some discussion, it was decided to postpone the upgrade as there was no urgent need to do so and plan on purchasing new (or newer) computer equipment (rather than attempting to upgrade the current equipment.) This could also be funded by grants or possibly donations from businesses. Other libraries have received used (but still current) computer equipment from businesses in the past. In addition, there are a number of grant opportunities for computer equipment we can investigate. Anne will continue to schedule regular updates with Jared through the summer.
- **Modern Woodmen Picture** – Tonya from Modern Woodmen took a picture of the Trustees in attendance as well as Friends in attendance with a large promotional check which represented their \$2500 in matching funds.
- **Internet Update** – No new update regarding switching the library internet connection to Broadband per the town's request. Alissa will follow up on this.
- **Librarian Report** – Anne delivered her Librarian's Report (full report attached.) Key items discussed are listed below.
 - Anne emphasized her desire to expand our hours in the summer as the library gets more use with seasonal residents and visitors
 - Anne reported that Emily Manchester (Ginny Jennings' daughter) wished to set up a recurring donation to help fund childrens' programs in continued recognition of her mother. She will be setting a date for a face-to-face meeting with Anne. Anne and Emily would like those Trustees able to attend to be present. Anne will let the Trustees know once a date/time is set.
 - The Vermont Natural History Museum Program scheduled for July 22 titled "Animal Athletes" will likely be renamed and will include live animal demonstrations.
 - There may be a possible follow-up Adult Painting class as people have asked for time with Renee to finish their painting projects.

- A Book Group movie night may be held in August in lieu of their regular July meeting.
- We have been contacted by Melissa who presents classes on herbs who wished to do a free class. Anne will be following up on that.
- Anne still had 11 hours left to use which she hoped to use prior to August 6. She is arranging for coverage for July 29 which will use up some of that time. Erik volunteered to provide coverage on Monday, August 1 to further alleviate the extra hours for Anne.
- **Annual Appeal**
 - Anne indicated that we may wish to also have an email version of the Appeal letter which could include a Paypal link for online donating. Erik said he would be happy to assist with this if we do want to move forward with this option.
 - Erik indicated we should be sure to broaden our audience to include additional businesses who may provide sponsorship money.
- **Library Goals Meeting**
 - Friday would not work for Alissa and all Trustees should be present.
 - Two possible dates were suggested after discussion: August 5th from 2-4 PM and August 1 from 4:30-6:30 PM.
- **Action Item Updates**
 - Alissa signed the timesheets today at the Town Office as well as dropped off raffle tickets. Alissa will have Lisa sign the timesheets biweekly.
 - Anne has not yet provided information to Erik & Kristian regarding the Library software, exporting data, etc.
 - Kristian has received no response to his emails and voice mails regarding frozen pipe issue with Rural Edge
 - Kristian is still working on Appeal Letter and hopes to have it mails to the group by the end of the week.
 - Kristian did not reach out to Mary as he knew she would be at a different meeting tonight. He will ask the Selectboard about attending our August meeting.
 - Kristian reported that the Assistant Fire Marshall has been contacted. He is waiting to hear back on a time/date for an occupancy count for the main floor.
 - Sarah did approve the waiver but Anne did make some further changes. She will show it to Sarah again for approval.
- Meeting concluded at approximately 8:28 PM.

Action Items

Alissa	Examine old Childrens' Room mural and speak to Lisa about painting plans
Alissa	Follow up with Ellen regarding Finance information/records
Alissa	Follow up regarding broadband access changes
Anne	Provide information to Erik and Kristian regarding Library software
Anne	Alert Trustees of meeting date/time with Emily Manchester
Anne	Procure approval from Sarah on new waiver version
Erik	Send out new option dates for Goals Meeting
Kristian	Continue to follow up with Rural Edge about frozen pipe issue
Kristian	Invite Mary and/or Selectboard to August meeting.
Kristian	Provide an email distribution list for all involved in Fundraising
Kristian	Continue to follow up with Asst. Fire Marshal regarding capacity inspection
Kristian	Compile statistics for Selectboard presentation
Kristian	Finalize Appeal Letter

Board of Trustees Meeting
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Librarian's Report

General Updates

- Very active month of June with 333 total patron visits of all ages. Including Saturdays, this averages out to about 4.5 people per hour.
- I have spoken with Emily Manchester, daughter of Ginny Jennings. She would like to set up regular donation of some kind to support children's book purchases. She is going to let me know when she will be in the area (perhaps late July) so that she can see the library, meet with me and hopefully a/some trustees, and talk more about donation wishes. (Thank you, Erik, for fielding original call!)
- (from June report) Arranging computer updates/cleaning with Jared, our computer guy, but I would like your input. "Regular" cleaning & updates will be around \$270 – just over our annual budgeted figure for computer maintenance of \$200. If he installs Windows 10 on all 6 computers, the estimate will be \$800-900. Our computers are used a great deal and are a great asset to our patrons. I would like to be able to spend the higher amount to get them all set up correctly & up to date. Recommendations?
- Jared writes:
 - *The computers there range in both age and speed. I honestly feel that they are still capable machines that might benefit from some added ram here and there but for what they are used for, if they are capable of managing the latest version of Windows (Windows 10) then they will be fine for the basic needs they meet for the patrons that frequent the library. With all that said, computer parts can fail at random times so age does play somewhat of a part but I would suggest that if you did decide to go with new computers via some form of grant, I could build you said computers depending on what your budget was and get you far better stuff than what you might get at a store for your money.*
 - *Windows 10 is safer, faster and more stable than Windows 7. On the surface there wouldn't be much difference but rather what is under the hood that would make it better. The user experience would be almost identical because Windows 10 is a lot like Windows 7 in how it works and looks, especially after I'm done configuring it.*
 - *Windows 7 won't be usable after 2020 so better to jump to something newer sooner than later. Before you know it everything will be running Windows 10 and it is going to be around for quite some time if they continue to stick with their road map plan.*

Professional Development

- Tentative meeting for August with local colleagues from Baldwin & Tenney Libraries.

Ongoing Programming Updates

1. Crafts and Conversation: Continues each Wednesday, 1-3pm, with attendance of 1-12 members.
2. Book Group. Meets 4th Mondays at 7pm. June meeting with 4 members. Possible July meeting with movie instead of book.
3. Fun Art Fridays: Taking the summer off.

Summer Reading Program: Ready, Set, Read!

- Storytime Yoga series will take place in 4 meetings on Fridays at 4pm starting June 24 with Kelsey from Rising Spirit Yoga. (3 sessions so far with 4 families participating.) Alissa, Deborah Connolly & Stuart Granoff have been volunteer readers so that I can attend to the front desk during the program.

- Children's Book-Themed Bootcamp series will take place in 5 meetings on Monday at 5pm in July-August with personal trainer, Stephanie Bennett. Susan Gordon is volunteering at the front desk during this program.
- Friday, July 22nd at 1:30pm: Southern VT Natural History Museum program on Animal Athletes at the Community Building. Plan to offer popsicles at the library post-program to encourage folks to come here afterwards.
- Summer Reading Fun table with take-home activities, items & ideas.
- Possible Olympics themed events in August, but doubtful that there will be staff time to do.
- Possible Art-with-Renee program(s) in August, dependent on her availability.
- Saturday, Sept. 3 concert of Banjo Dan – co-sponsoring with Historical Society & Rec. Committee.

Library Volunteer Update

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

FYI: Projects on the Back Burner

- Getting preschool computer up and running (with instructions for use) in the large print room.
- Looking into printing my own postage at the library.
- Barcoding difficult-to-find books.
- Planning out One Card library card access that works for us.
- Emergency protocol for staff/volunteers.

Front Desk Coverage Needed

- Friday, July 29, 2:30-4:45pm.
- Friday, July 29, 4:45-7pm.

Vacation Time Note:

I have 11 hours left to use, ideally by August 6 (my hire date) – but I am hoping by the end of August at the latest.