

Library Trustees Board Meeting

August 8, 2016



Present: Kristian Connolly, Sarah Despina, Diane Kreis, , Anne Hatch, Erik Volk, Alissa Smith (arrived 7:46 PM)

- Meeting started at 7:05 PM
- Erik motioned to approve agenda. Diane seconded and agenda was approved.
- Diane motioned to approve July meeting minutes. Sarah seconded and minutes were approved.
- **Financial Report/Financial Matters**
 - Financial Report was initially skipped in Alissa's absence.
 - Diane provided cash she had collected for raffle tickets.
 - Kristian questioned whether the \$2500 from Modern Woodsmen had been deposited as it did not appear it was included in the deposits reported last month. No one was sure but Board will check with Alissa.
 - Alissa reported that she had finally been able to arrange a meeting with Ellen which will occur on Thursday
- **Internet Update**
 - Alissa indicated that the switchover to broadband was supposed to have happened a year and a half ago but as far as we know it never happened and our internet service is still separate from the Town and is still received via Fairpoint. The benefits of broadband (including faster speed) was discussed but we would need to know the cost difference if we were going to move ahead with switching.
- **Fire Marshall Update**
 - Kirsten forwarded the fire inspection/occupancy approval email with attached Fire Inspection Results document to the board.
 - Assistant Fire Marshall will be mailing the official certificate to be posted in the Library. The emailed document will suffice in the interim.
 - Occupancy is set at 77 downstairs and 21 upstairs
 - Asst. Fire Marshall had requested blueprints and Anne had located some old blueprints from before improvements were made. These were enough to satisfy the Asst. Fire Marshall
- **Raffle Update**
 - Only Trustees have been provided tickets to sell. Other than Diane, no Trustees have sold any additional tickets (beyond what was sold to qualify for matching funds on Yard Sale Day.)
 - Friends have not been given any tickets and they should be trying to sell them as well. Kristian will ask Deborah to notify Friends to pick up a set of 10 at the Library and try to sell them and bring any collected funds to the next Friends meeting.
 - We will need cash before event to make change and to have prize money available at the Banjo Dan concert
 - Kristian has not seen Mark or Nichole and was hesitant to leave raffle tickets with other employees to sell at the Meadery. He will drop them off soon though
- **Annual Appeal**
 - Kristian reported that he had received little feedback about the Appeal letter and discussion was had about possible changes including assuring it would fit on one page and changing the donation amounts to \$5, \$20, \$50 and \$100.

- Kristian will redraft letter and send it to Trustees for review.
- It was decided that we would start with the list from last year and make adjustments as needed. Discussion ensued about how there is no easy way to do this and it is a manual process.
- Erik can assist again with creating the labels once the spreadsheet is completed.
- Erik indicated that Excel can be used to identify and eliminate possible duplicates and he is happy to assist with this.
- Anne brought up the possibility of using Paypal as a means of allowing people to contribute online via credit card which will be easier and my lower the number of physical mailings we have to do and associated cost. Erik indicated he believes we need to link it to our bank account and would need the account number and routing information to set it up and that it should be linked to our Library email account. Alissa will check with Lisa to obtain this information.
- It was generally decided that we could try an email appeal first and then we could mail the normal postal letter eliminating any names/addresses that contribute as a result of our email efforts.
- **Librarian Annual Review**
 - The Annual Review for Anne is coming up and normally happens in August. It has normally been handled by a subcommittee of 2-3 people but last year it was handled by just Nichole with input from all Trustees. Anne prefers the subcommittee approach. Erik will email the standard form used last year to everyone. Erik and Kristian will then revise the form as needed and send it out to the rest of the group. Erik and Kristian will meet with Anne in August or September to conduct the review.
- **10 Year Celebration**
 - Much discussion ensued about what we wanted to do for a 10 year celebration, who we wanted to be there, when it should occur, etc. The trustees generally agreed that something should happen to thank the people of Groton for their support and to specifically thank some large benefactors. Trustees seemed to generally agree that the Sunday after Fall Foliage Day would be a good day from about 2-3 PM after church services had concluded. The event would be open to the public but we would send personal invitations to specific individuals who had provided substantial funding/support to the library.
- **Librarian's Report**
 - Anne provided the Librarian's report and highlighted some key items. (Report is attached.)
- **Action Item Update**
 - Anne has not yet had a chance to provide Library Software extraction info to Kristian & Erik
 - Anne revised the waiver for the yoga classes and obtained the necessary approval
 - Kristian has continued to try to contact Rural Edge about the frozen pipe invoice and did get to speak to someone but was referred to another person whom he has not been able to speak with yet
 - Kristian will invite the Selectboard to our next meeting
 - Alissa reported that she spoke to Lisa and the woman who originally did the Library mural and was given approval to paint over it.

Action Items

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| Alissa | Check with Lisa about bank account information and linking it to a Paypal account and let Erik know. |
| Alissa | Check on current status of internet for the Library and prices for adding service |
| Anne | Post raffle information on the Listservs and email patrons about the raffle |
| Anne | Extract an email list for use with Annual Appeal email request |
| Anne | Check back with Fire Marshall to assure that official occupancy sign is sent to Library |
| Diane | Compile an initial list of donors who should be included in the 10 Year Celebration event |
| Erik | Check with Linda about changing sign at Town Hall to indicate raffle tickets are available there |
| Erik | Check with Kirsten to assure we have the Kindles for the drawing at the concert |
| Erik | Check into Paypal account once he receive bank account information. |
| Kristian | Drop off raffle tickets at Artesanos |
| Kristian | Ask Deborah to contact Friends to remind them about selling raffle tickets |
| Kristian | Revise Appeal letter and circulate among Trustees for approval |
| Kristian | Invite Selectboard to next meeting |
| Kristian & Erik | Redraft Employee Evaluation Form (if needed) and schedule review with Anne |

Board of Trustees Meeting
August 8, 2016
Librarian's Report

General Updates

- No word from Emily Manchester, daughter of Ginny Jennings, regarding donation/visit.
- Hoping to host Vermont Humanities Council book discussion program for 3 part series in Sept, Oct, Nov. Great deal at \$25 per session on special Pulitzer Prize winner series.

Professional Development

- Tentative meeting for August 10 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. No July meeting. August meeting will be on 22nd.
3. Fun Art Fridays: Taking the summer off.

Summer Reading Program: Ready, Set, Read!

- Storytime Yoga series completed.
- Two more sessions of Bootcamp series with personal trainer, Stephanie Bennett. We have some enthusiastic families participating – has turned into a “family bootcamp” program which is really fun.
- Friday, July 22nd at 1:30pm: Southern VT Natural History Museum program on VT Wildlife. About 53 people of all ages attended! Artesano generously provided free scoops of ice cream to all program-goers, and Susan Gordon at front desk provided evidence-of-library-entry stamps.
- Summer Reading Fun table with take-home activities, items & ideas.
- Possible Art-with-Renee program(s) in August, dependent on her availability.
- Thurs, Aug. 18th “Three Healing Kitchen Spices” program by volunteer Herbalist Melissa Laurita Kohl.
- 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

- Wed, Aug. 31, 10-12pm