

Library Trustees Board Meeting

December 12, 2016



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

- Meeting started at 6:17 PM
- **Review/Approve Agenda**
 - Kristian added Weather Policy to agenda. Erik added Ryegate appropriations letter to agenda.
- **Review Approve Minutes**
 - Sarah motioned to approve prior minutes. Diane seconded and the motion passed.
- **Weather Policy**
 - Board decided that in the instance of inclement weather, it will be left to the Librarian's discretion as to whether the library will be open or closed
- **Financial Report**
 - Not much to report. We have received about \$3000 in donations for the year.
- **Ryegate Letter**
 - Erik had submitted the proposed letter to the Board which asks Ryegate for \$500 from the Town of Ryegate.
 - Some minor changes to the letter were recommended. Those changes will be made and Erik will send the letter.
 - Erik indicated that the Town Clerk suggested that someone be present at the Town's Budget Committee meeting. Unfortunately, the meeting is on the same night as the rescheduled Library Trustee meeting. Kristian will speak to Deborah to see if a representative of Friends might be able to attend.
- **Librarians Report**
 - Anne delivered her Librarian's Report which is included at the end of these minutes.
 - Erik volunteered to fill out the Thank You Notes
 - Board recommended that the Friends Book Honoring Program proceeds should go through the Friends budget and be transferred to the Operational Budget.
 - Anne reported on the problem with the theft of DVDS. A new system is being implemented where the DVDs will be numbered and kept behind the desk. Patrons will bring the DVD case up to the desk to get the actual DVD for checkout.
- **Trustees Vacancy**
 - Some discussion on possible additional nominees for Library Trustee were discussed. Kristian will contact Sue Murray to discuss further steps for her becoming a Trustee.
- **Library Survey**
 - Kristian provided a sample survey which we could use to gather patron input
 - Erik stressed the importance of assuring of keeping the survey as short as possible and to make sure that each question reflected a true need/purpose.
 - Kristian will investigate the possibility of including the survey in the Town Report
 - Anne will send out an electronic copy of the survey to the Trustees and they will respond with their thoughts.
- Kristian motioned to adjourn the meeting at 7:45. Erik seconded.

Action Items

Anne	Will email electronic copy of survey to Trustees
Erik	Mail appropriation letter to Ryegate Town Clerk
Erik	Write out Thank You Notes
Kristian	Will talk to Sue Murray about joining the Board
Kristian	Will check with Town Hall about possible inclusion of survey in Town Report mailing
Kristian	Will check with Deborah about having a Friends Rep at the Ryegate Budget Meeting

General Updates

- Shelburne Farms passes are now available –free admission to walking trails & children's farmyard. (Just walking trails during the winter months.)
- Applied for Vermont Community Foundation grant of \$1,000 to host Music Together classes here at our library, January 2017. GRANTED! Arranging details of program with instructor Ellen. As soon as details are set (ASAP), I will send out press releases to newspapers and start advertising for sign-ups.
- Saturday volunteers are willing to be open Dec. 24 and 31st, so the closed week will be Mon-Wed-Fri only.
- "Lego Land" created in large print room.
- Annual Appeal: current total according to me is \$2945.
- DVD theft solution: creating binder system based on recommendations from other libraries.
- I will be starting to advertise soon for a technology volunteer – someone to teach either individualized or group basic computer/tablet sessions for Jan-Feb-March.
- Snow removal: Day 1 of snow our sidewalks were not cleared until 6pm (when we opened at 2:30pm) and parking lot not cleared until after closing. I contacted Rural Edge to find out who my contact person is, and now am playing phone tag with "Rhonda."

Ongoing Programs

1. Crafts and Conversation: Continues each Wednesday, 1-3pm, with attendance of 1-12 members.
2. Book Group. Meets 4th Mondays at 7pm. BUT Oct-Nov-Dec. we are meeting on 1st Mondays at 6:30pm in Vermont Humanities Council led discussions (facilitator Mary Hays). Dec. meeting rescheduled to Tues, Dec. 13 at 6pm. Need to make plan for what will happen with book group (day/time/book choices) starting in January.

Program Calendar

- VHC Book Discussions on Dec. 13.
- Family Gingerbread House/Cookie Decorating sponsored by Friends(4:30-6pm) to coincide with SD Ireland cement truck visit sponsored by Rec Committee (6:00pm) on Sunday, Dec. 18.
- Traveling Storyteller will do puppet show on Friday, Dec. 23 at 10am (no BMU that day). Sponsored by Craft group afghan raffle & Friends.
- Music Together program, 8 Tuesday sessions, is anticipated to begin at 9:30am on Jan. 3 or Jan. 17.
- Mary Berlejung has offered to lead a healthy eating-focused program on Sunday, Jan. 8.

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.

Projects on the Back Burner

- Emergency protocol for staff/volunteers.

- The bookshelves in honor of Ginny Jennings are sagging.

Questions/Concerns – some of which will be covered under other agenda topics:

1. Thank you notes for annual appeal – can someone complete these 3?
2. Friends Book Honoring Program – through Friends budget or operational budget?