

# Library Trustees Board Meeting

January 16, 2017



**Present:** Kristian Connolly, Diane Kreis (via phone), Anne Hatch, Sarah Despins, Erik Volk, Sue Murray, Steve Murray, Jodi Wohlleb

- Meeting started at 7:06 PM
- Review/Amend Agenda
  - Kristian added Rural Edge Update to the agenda.
  - Anne added Annual Appeal Wrap Up to the agenda
  - Anne added New Trustee training topic to the agenda
- Diane motioned to approve last month's minutes. All present were in favor and the motion passed.
- Richard Brooks Clock
  - Anne went to see the clock that Richard's partner left to the Library. It is beautiful and in great shape. It is not too big and actually might be a grandmother clock and not a grandfather clock. It is approximately 21" wide and 80" tall. It will fit fine by the front desk. Richard has hired a clock mover to deliver it.
  - We will need to get a plaque to put on it to recognize the donor.
- Library WEB site
  - Kristian indicate he may take some time to dress up the WEB site and incorporate some of the newer graphics we have been using in other Library communication.
- Rural Edge
  - Kristian reported that we are on agenda for Thursday night's Selectboard meeting.
  - No new news from Mary but she is hoping to have something related to the building issue resolved this week
  - Kristian talked to Lisa last week about cleaning issue and how that decision was made without our knowledge.
  - Kristian reported that the Selectboard is no longer reporting details of their meeting and are generally only recording decisions made at the meeting but not details of individual agenda item discussions.
  - Lisa suggested in her discussion with Kristian that it would be helpful if we could have a regular appearance to inform the Selectboard what the Library is doing and to assure that we are present for discussions that may affect the Library.
  - The Board decided that they will wait until new Board is seated before making regular Selectboard attendance official. Diane volunteered to attend the Selectboard meetings regularly when she returns to town in early May.
  - Kristian and Erik also indicated their ability to attend if/when needed. Kristian may attend the one on Thursday.
- Financial Report
  - Kristian reported that the Operational Account is very healthy after a good year of raising money.
  - Anne reported that the current total for Annual Appeal is \$3645.
- Cleaning Update
  - Rita of Rest and Relax, who currently cleans the building every 3 weeks will continue until the town has the new maintenance person in place and until we are sure they will take care of Library cleaning. Kristian talked to Lisa and said that we are still going to pay Rita despite the town's decision and we will shift funds, if needed to cover this.
- Trustees Vacancy

- Jodi and Sue were in attendance to observe the Board meeting in anticipation of them joining the Board.
- Kristian indicated that Linda said It would be OK for Jodi to be on Board even though she has not yet officially moved to town.
- If they decide to join the Board and are elected, Jodi would fill the currently open 2 year spot. Sue would fill the 3 year spot.
- Library Survey
  - Anne proposed that a subcommittee be created consisting of her and Erik to finalize a version of the survey.
  - The possibility of either inserting the survey in the Annual Report or printing it as a page in the Annual Report was discussed again. Kristian is going to check to see if this is possible, and if so, when the survey would need to be provided to the Town.
  - At a minimum, the Library survey would be handed out at the Town Meeting. Sue suggested we have an incentive to entice people to complete it. Diane indicate that if we do this we would need to be sure that we indicate that any incentive consists of donated items since we will be asking the town for increased funding.
  - Deposit boxes for completed surveys could be placed in the Library, at Town Hall and possibly other locations as well. We could also tell people completed surveys could be placed in the book drop. The surveys could also be mailed in.
  - An electronic version of the survey could also be created and links to this could be provided in Listserv messages, email blasts via MailChimp and via other communications.
  - Sarah will think about ways that she may be able to distribute the survey to the Blue Mountain School district audience.
  - Anne distributed an example of a survey slip that could be used to encourage electronic responses. The slip would list the link to the electronic survey and could potentially be placed in books on checkout.
  - The deadline for the survey will be April 15.
- Librarian's Report
  - Anne supplied the Librarian report which is included at the bottom of these minutes. Specific topics discussed appear below.
  - Anne indicated that she is searching for additional general volunteers and also a specific volunteer who can teach basic technology since this is clearly a need of our patrons. Such training might include simple tasks such as how to use Facebook, how to add attachments to email, etc.
  - Several suggestions for people were identified. Erik indicated he could reach out to people also if needed.
  - The prospect of offering tax services was also brought up. Anne indicated she has been referring people to other Libraries that are offering this service. Erik expressed concern about potential liability for incorrect tax advice. We will hold off on this for the time being.
  - Anne submitted Annual Report to Department of Libraries. The reporting period for the report is comparing the 2014 calendar year with the 2015 calendar year. The amount of people visiting library during a typical week went from 50 to 66 during this period and totaled 800 more visits to the library for the year as compared to 2014. The amount of items checked out across all categories was 1000 more in 2015 as compared to 2014. Anne also reported that the number of Interlibrary Loans (ILL) in 2015 was 224 as opposed to 42 the year before. This statistic may not be understood by everyone as it does result in increased postage expense. However, it speaks to the quality of the library since other libraries want to borrow from us. It also reflects the fact that we are now able to do our part to make ILL successful.
  - Anne will try to run the numbers for 2016 for the next meeting and supply them to the Trustees.
  - Anne reported that she is teaching a Diabetes Prevention Program which is funded through a number of organizations and will be using the Library on Tuesday nights through April.

- Library Salary Policy
  - Anne explained to the potential new Trustees that there is no official policy on how the librarian salary is set or changed.
  - Erik presented his proposal which included a Merit Increase amount based on the average rating given in the Librarian Evaluation.
  - Discussion ensued.
    - Anne expressed concerns about the Evaluation Form since sometimes Trustees are evaluating the Librarian on items they may not have direct knowledge of.
    - Kristian indicated he is not a fan of using evaluation forms but if we do continue to use it, it would definitely need to be revised. Everyone seemed to agree this was a good idea.
    - Anne suggested that the average score from the Librarian self-evaluation should be included when calculating the average. Erik disagreed and said the self-evaluation form should only be used a discussion tool which could likely play a part in changing a Trustees evaluation on a particular item.
    - Kristian asked if the proposed amounts were inclusive of or in addition to a Cost of Living adjustment that may be made. Erik indicated his intention was that this would not be in addition to any Cost of Living Adjustment. He indicated that in his experience, Cost of Living adjustments are no longer common and to his knowledge, do not occur for Town employees. Diane indicated that the Social Security Cost of Living adjustment for 2017 is a measly .3%.
    - Erik expressed his concern that although we do not have an immediate need to decide this issue, he would like to work on this sooner, rather than later as discussions on this topic have gone on for years and it will be budgeting time again before we know it.
- Sarah motioned to adjourn the meeting. Diane seconded.
- Meeting ended at 8:56 PM.

**Action Items**

Anne	Run 2016 Library statistics to compare to the statistics submitted in the DOL Report
Erik/Anne	Finalize Library Survey
Kristian	Check with Town about possibility of incorporating Library Survey into the Annual Report
Sarah	Come up with ways that we can distribute the Survey to Blue Mountain school audience