

Library Trustees Board Meeting

March 13, 2017



Present: Kristian Connolly, Diane Kreis (via phone), Anne Hatch, Erik Volk, Bill Paton, Sue Murray, Wade Johnson (guest), Steve Murray (guest)

- Meeting began at 7:02
- Review/Amend agenda
 - Kristian asked to add Town Policy Manual discussion, Town Plan and plaque & clock discussion to agenda.
 - Anne asked to add a discussion point related to Amazon and library purchases.
- Approve Past Minutes
 - Kristian motioned to approve last month's minutes with minor correction to remove Erik's name from the attendee list. Bill seconded and minutes were approved.
- Welcome to Sue & Bill
 - Our new Trustees were identified and welcomed by all.
 - Kristian pointed out that excluding the new Trustees, two of the three four of the current Trustees have not been here for 2 years or less. Diane is the only Trustee who has been on the Board for beyond that length of time at 16 years.
 - Kristian stressed that it is good that we now have a full 5-member Board since Important things are coming up that will require an active Board.
 - Kristian distributed information to the new Trustees about Municipal Library Trustee requirements and responsibilities from the State Department of Libraries.
 - Anne informed the Board that there have been lots of changes within the management and staffing at the State Department of Libraries and department members who had provided us much guidance are no longer working there. The Department of Libraries has been downsized considerably and we are anticipating the appointment of a new State Librarian.
- Policy Manual
 - Kristian reported that he has found that the copy of the Policy Manual is not up to date. Some discussion ensued about what the most recent changes to the Policy Manual were. Anne indicated she may have information from the Board that needs to be integrated into the manual. Last changes to the Policy Manual that anyone could recall was changes related to the Endowment Policy.
 - Diane asked about balance of the Endowment Fund. Erik reported that it was \$45,878.69 per the Town Report as a recent statement was not available.
- Officer Elections
 - Kristian motioned that Kristian remain the chair and Erik the Secretary. Bill seconded and the motion carried.
 - Bill was nominated as the new Treasurer/Financial Liaison. Kristian nominated. Erik seconded and the motion carried. Bill will follow up with Lisa to make sure she is aware that he is the new liaison, get his name added to all relevant accounts and anything else that is required for him to take over Alissa's responsibilities.
- Building Update
 - Wade reported that his understanding is that Mary is going to be engaged in the initial negotiations with the CEO of Rural Edge to identify the key elements of a Transfer Agreement for the building. After they

reach mutual agreement, the attorneys will be brought into the discussion for the drafting and completion of any agreements. The intention was that a discussion/negotiation that did not include the attorneys would allow the negotiations to proceed more quickly.

- Kristian asked if the Rural Edge was aware that any agreement would need to go before the voters and that any such agreement would need to address the fact that it could be voted down. A special Town Meeting will be required to have voters approve the purchase.
- Bill asked if the Library had a backup plan should the negotiations not be successful. The Trustees replied that although there have been discussions, there is no back up plan at the current time but we should continue to address that possibility and identify possible steps.
- Erik reminded folks that we are currently on a month-to-month lease arrangement and are paying a very low rent and that Rural Edge could likely get much more for the space if they decided to do so.
- Anne said our rent is currently less than \$475/month including utilities.
- Diane pointed out that it is her understanding that the space must be used as a Library per the original agreement used to secure grant money and assistance. However, no one was sure if/when that stipulation expired, if at all.
- Kristian reported that Mary planned to attend the Library Board meeting in April to talk about terms.
- Wade exited after discussion of the building concluded
- **Plaque/Clock**
 - Kristian reported that he had the desired language from Richard to be included on the plaque for the recent clock donation. Kirsten Murch has agreed to create the plaque.
 - Erik volunteered to write a Thank You note to Richard for the donation.
 - Anne reported that the clock is currently losing time and needs periodic adjustment.
 - Bill indicated he had some experience resetting clocks and would be willing to help.
- **Financial Report**
 - Kristian reported that we currently have \$11,550.74 Operating Account which includes a \$5000 surplus, over what we expected to have.
 - Kristian asked the Board if we wished to return the money to the Endowment Fund.
 - Erik suggested we put the money back as we can always vote again should we need the money.
 - Kristian indicated that although it would not be making a lot, it would make more than continuing to sit in the Operating Account
 - Bill motioned to return the \$5000 to the Endowment Fun, Erik seconded and the motion passed.
- **Ryegate Appropriation**
 - Erik reported that he had not heard back yet from Ryegate regarding the Ryegate Town appropriation of \$200 for the Groton Library. He had inquired but did not yet receive a response. However, he assumed it did pass since the Town Meeting minutes indicated the Budget had passed and that specific item was not mentioned.
- **Fundraising Plan for 2017**
 - Kristian asked if the Board would like to be involved in another fundraiser this year beyond the Annual Appeal. Although the Town Yard Sale was lucrative last year (especially with the matching funds from Modern Woodsmen), it was a lot of work for the Trustees. With the recent approval of additional funding from the Town, the pressure to fundraise is less than last year. Historically, the Board has not engaged in fundraising beyond the Annual Appeal.
 - Some discussion ensued about possible low-effort fundraisers such as a Raffle.
 - Erik suggested that we could raise more funds by more directly targeting Business benefactors. He indicated he believed several thousand could be raised by Trustees contacting them directly, if possible.
 - Sue warned that the timing would need to be right as many businesses will have already budgeted how much money they plan to spend on charity, advertising, etc. for the year.

- Town Plan
 - Kristian asked if any of the Trustees had reviewed the Draft Town Plan. A new Town Plan is required since the old one had expired. Other than Kristian, no one indicated that they had.
 - Kristian indicated that the information in the Town Plan related to the Library was 8 years or older and would need to be updated.
 - A Planning Commission meeting is scheduled for April 10 at 6:00 to go over the new Town Plan.
- Library Survey
 - Anne and Erik had completed work on the survey it has been distributed both on paper and online.
 - Anne reported that we currently have received 32 online responses, and combined with the estimated paper ones, approximately 50 completed surveys total.
- Town Employee Personnel Policy
 - At this time, the battery on the phone died and despite several tries, we were unable to achieve a satisfactory connection for Diane so her participation from this point forward was limited. Diane dropped off the call around 8:20 PM.
 - The Trustees discussed Town Employee Personnel Policy and Kristian indicated that some additions would be necessary to highlight where the Library policy deviates. The Library is allowed to deviate but such deviations must be noted in the Town Policy.
 - Anne indicated that we may wish to integrate some things that would be beneficial to the Librarian role such as additional holidays.
 - Further discussion will occur at a future meeting.
 - Kristian will identify where we have deviations from the Town Policy
- Friends of the Library
 - Kristian reported that on May 6, the Friends are having a reception to launch the Alice's Attic book sale space. The Book Sale space is essentially the same but the Friends are going to be engaged in a marketing effort in conjunction with the new name to help make people more aware of the Book Sale.
- Librarian's Report
 - A full report is attached to these minutes. Anne reviewed key elements from the report.
 - Anne indicated that her vacation is in conflict with next meeting, although she originally thought it would not be. After some discussion, it seemed unlikely we would be able to reschedule. Anne indicated she was OK with not being in attendance at the next meeting.
 - Anne indicated April vacation coverage is needed. Erik volunteered to take the April 7, 4:45 PM-7:00 PM slot. Anne is working on locating other volunteers.
 - Anne reviewed the significant number of volunteer-led programs and how pleased she was that this was occurring. Expanded programming was part of her vision for the Library.
- Amazon Purchases
 - Anne indicated that Amazon is now charging tax for DVD purchases which will impact our budget.
 - Some discussion ensued related to whether there is a way we could be exempt from the tax due to our non-profit standing. Although it was reported that previous research had indicated we were not eligible for their discount program because we were not a 501c(3) organization, it was unclear if we qualified for exemption from the tax. Sue will investigate.
 - Anne reported that she is currently purchasing them herself and getting reimbursed. Erik reminded everyone that we do have a credit card under the Library name and purchasing them with that credit card may make a difference.
- Other Topics

- Kristian asked Erik if the Historical Society was interested in doing a joint concert again this summer. Erik indicated that the Society is not formally meeting during the winter but he will bring it up at the next official meeting.
- Kristian reported that the CDC will meet again in April. He has been participating but was not sure he could make all the meetings but it does sound like a Library Trustee should be present at each meeting. He will alert the Board as to which meetings he cannot attend and seek another Trustee volunteer to attend.
- Bill invited everyone to the Community Dinner at the Methodist Church on March 16.
- Meeting adjourned at 9:01 PM.

Action Items

Anne	Look for updated Library Use Policy to include in the Policy Manual
Anne	Send out survey to MailChimp mailing list
Bill	Check with Lisa regarding what needs to be done for him to take over Alissa’s responsibilities
Erik	Write out Thank You Note for the clock donation
Erik	Update Contact List for Library
Kristian	Identify where Library policy deviates from the Town Policy.
Sue	Check into whether we are eligible for tax exemption for Amazon purchases

General Updates

- Applied for and received Dept of Libraries Summer Performer Grant for \$200 towards (approved) children's summer program presenters. Currently setting up summer special presenter programs.
- Volunteers Deborah Connolly, Alyssa Smith & Nichole Wolfgang have agreed to work together to keep the library open on Tuesday mornings through the end of April. This is to provide some continuity for the 10 families who have participated in our Music Together program, which has been a very positive gathering for kids & adults, plus a great day/time to have kids enjoy our library's resources.
- Lisa successfully added caller ID onto our phone service. \$5 set-up fee and \$3.25 per month. Very helpful for telemarketers, patrons, volunteers, and non-open hours.
- I will be on vacation April 2-12 and am currently working to fill the substitute calendar. I will try to use as much of my paid vacation time during March & April as I can, since summer is a very challenging season to take time away.
- I picked up donated dollhouse from Judy Murray recently, and Friends have agreed to sponsor the purchase of a table (with wheels) for the dollhouse. Hope to have furniture & dolls by June to use especially during summer.

Program Update

1. Crafts and Conversation: Continues each Wednesday, 1-3pm, with attendance of 1-12 members.
2. Book Group. Meets 4th Mondays at 6:30pm. Three people attended February meeting, and chose a title for next time – April 24, “The Round House” by Erdrich.
3. Music Together program, 8 Tuesday sessions began at 9:30am on Jan. 10. Awesome program with now 10 families participating (capacity, woohoo!). Kids range in age from 5 months to 6 years. Funded by Vermont Community Foundation grant.
4. Valentine Craft Program offered by Deborah Connolly today, was very appreciated by 4 families on a blizzard-y afternoon last month.
5. Herbal Creations Workshop will be offered on Sunday, March 12 at 2pm for 10 participants + Anne + assistant. Margie Emmons of Still Waters Herbal Gift Shop in Monroe, NH, is volunteering her time to provide this program.
6. Computer Help Sessions will be offered by volunteer Dan Robinson for 3 weeks starting mid-April. People can sign up for 30 minute blocks to meet with him here during open hours.
7. Children's Gardening Program: In “the works,” being planned by Deborah Connolly who is reaching out to many community volunteers, and funded by Friends. Program is anticipated to run on Sunday afternoons, approx. April 2 – May 7.
8. Build a Better World is this year's national summer reading theme – FYI – let me know if you'd like to put together any type of activity for any age this summer!

Library Volunteer Update

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

Projects on the Back Burner

- Emergency protocol for staff/volunteers.
- The bookshelves in honor of Ginny Jennings are sagging. IN PROGRESS.