

Library Trustees Board Meeting

April 10, 2017

Present: Kristian Connolly, Diane Kreis (via phone), Erik Volk, Bill Paton, Sue Murray

Absent: Anne Hatch



- Meeting began at 7:02
- Kristian distributed Policies and Procedures Manual.
- No Librarian Report was furnished as Anne was on vacation
- Anne (in absentia) asked to add the topics of a computer backup system and computer upgrades to the agenda
- Diane voted to approve last month's minutes with corrections. Bill seconded. The minutes were approved
- **Financial Report**
 - No official Financial Report this month as Bill is still getting oriented to the new duties and will deliver a report next month
 - Bill had not received any bank statements. Kristian indicated they would be delivered to the Library to Bill's attention. Bill will check in with Anne upon her return to obtain the most recent bank statements.
 - Bill has not yet made arrangement to return funds to the Endowment account.
 - Sue reported back that we are eligible for a tax-free Amazon account since we are a municipal library.
 - Bill talked with Lisa Hart briefly about setting up a tax free Amazon account. Lisa indicated it should not be a problem but would have to be voted on by the Selectboard. There was some confusion at the Selectboard meeting as to what we wanted to do and no Board members were in attendance. The topic will be back on the agenda for the 3rd Thursday in April. Bill will attend.
- **Town Plan Update**
 - A public meeting was held on April 10 at 6:00 to review the Town Plan. The paragraph contained in the materials describing the Library was significantly out of date. Kristian provided updated information.
- **Town employee Personnel Update**
 - Kristian will revise the language in the current policy to exempt the Librarian from relevant policies. He will provide it to the Selectboard and Bill who will be attending the next meeting.
- **Building Update**
 - No update. Mary had indicated she would be in attendance at tonight's meeting but was not present.
- **Sign Design for Alice's Attic**
 - Janet Page has designed a sign proposal for Alice's Attic Book Sale. The sign will be the same font and width as the Library sign out front. It is expected the sign will be wooden and/or of similar material to the existing sign.
 - The Friends may also have a flag out front which further emphasizes the fact that the Book Sale is open. Sue raised the question as to who will be responsible for taking the flag in/out on a regular basis. Volunteer responsibilities and procedures may have to be amended to include this.
- **Fundraising Plan for 2017**
 - The topic of approaching businesses for funding was brought up for discussion again.
 - Sue indicated that we may have some difficulty since many businesses have already targeted donation amounts for 2017.
 - The group brainstormed businesses which might be approached with some sensitivity to competition for funds with the Wells River Library. The following businesses were identified as possible donors.
 - Amerigas
 - ARC Mechanical
 - Artesano Meadery

- Chief Excavating
 - Chief Murray Logging
 - Dead River
 - Fairpoint
 - Gandin Brothers
 - Green Mountain Monogram
 - Groton Garage
 - Groton Tire & Auto
 - Jock Oil
 - Modern Woodsmen of America
 - Mountaine Meadows
 - MyFarmers Market
 - Perrys
 - Powers Plumbing
 - Puffer Timberworks
 - Todd Holt Therapy
 - Upper Valley Grille
 - Walmart
 - Wells River Chevy
 - Wells River Savings Bank
- Erik will draft up a **fundraising letter for next meeting for review by the Board.**
- **Library Survey Update**
 - The deadline for the survey is approaching. Kristian forwarded question from Anne as to what we will do with the survey results. Will we be adding the paper results to the Survey Monkey application or some other manner of tabulating results?
 - Erik will touch base with Anne regarding the surveys and come up with a solution. The solution will depend on how many surveys we received in totality since Survey Monkey will only allow us to tabulate 100 results within that application. An export and/or other database/spreadsheet may be required.
- **Backup System**
 - The lack of a backup system for Library files was discussed.
 - Bill indicated he has an extra backup drive that he is willing to donate to the Library
 - Erik questioned whether it would make more sense to backup data to the cloud via Google Docs, OneDrive or similar cloud application.
 - Kristian will follow up with Anne regarding a possible cloud storage solution
 - Bill will bring backup drive to Library
- **New computers**
 - Board agreed that we should plan on obtaining computers this year using designated funds if necessary
 - Diane indicated that we may wish to look into grants to fund this. Kristian will look into funding via the Gates Foundation
 - Sue indicated that Walmart may be willing to donate computers. She will check.
 - Erik requested that we identify the specific requirements for the computers that we need before we progress further. Anne may already have that information from our technical support guy. Anne should check on this.
 - Kristian indicated that we may want to also include multimedia equipment for the upstairs room (projector, etc.) in such a request or plan.
- Bill motioned to adjourn. Sue seconded.
- Meeting adjourned at 7:55.

Action Items

Bill	Contact Anne to obtain recent bank statements
Bill	Attend Selectboard meeting on April 20
Kristian	Provide revised Town Employee information to Lisa and Bill
Erik	Draft up sample fundraising letter for area businesses
Erik	Touch base with Anne and come up with a system for tabulating survey results
Kristian	Speak with Anne about backing up data to a cloud drive.
Bill	Bring backup drive to Library
Anne	Check with technical support guy about recommended requirements for computer.
Bill	Repay endowment fund from Operating funds.
Kristian	Will look into possible funding via Gates Foundation.
Anne	Look into possible grants for funding new computers
Erik	Send out revised Trustee List