

# Library Trustees Board Meeting

May 8, 2017

**Present:** Diane Kreis, Erik Volk, Bill Paton, Sue Murray, Anne Hatch

**Absent:** Kristian Connolly



- Meeting started at 7:04 PM
- Erik facilitated the meeting in Kristian's absence.
- Anne requested to add the topic of Librarian Salary Increase Schedule research to the agenda.
- Diane moved to approve last meeting's minutes. Sue seconded and the minutes were approved.
- **Treasurer Report**
  - Bill provided the Financial Report. Balance in Merchants account is \$11,116.03 with minimal gain. American Funds balance is \$18,897.42 with investment gain of \$536.41.
  - Bill had received a check for \$149.00 American Funds and American Funds notified him that a previous proceeds check had not been cashed. He asked where the proceeds check should be deposited and was told it should be deposited into the checking account.
  - Anne will provide the proceeds check to Lisa to be deposited. If the prior check cannot be located, it will need to be re-requested.
  - Bill will check with American Funds to determine who is authorized to act on the account and to assure that he is authorized.
  - Bill asked if summary he provided was acceptable. Board agreed it was but that he should also report on the balance of our CD.
  - It was brought up that Alissa had left Treasurer documentation that should be forwarded to Bill. Anne thought that Kristian probably had this information.
- **Amazon Account Update**
  - Bill attended the most recent Selectboard meeting. Selectboard was concerned that the Amazon account would be linked to town accounts and would pull town funds. Bill allayed their concerns by explainin that purchases would be made with the Library credit card and we only wished to use the town TAX ID so that we would not have to pay state sales tax. Board agreed this was desirable and encouraged the Library to use the TAX ID number for any purchases whether on Amazon or elsewhere.
  - Sue reported that she called IRS and requested a copy of a Tax ID letter which has the Library's name on it in case that was needed for any future purchases or for other purposes. Linda Nunn is expecting the letter and will forward to the Library once received.
- **Town Personnel Policy Update**
  - Selectboard agreed to accept the Library's proposed addendum and will integrate it into the town's Policies and Procedures although it will appear as Addendum D (not Addendum F.) The wording of the current language was discussed a bit and some changes were voiced by Bill. However, after some discussion, the current wording was deemed acceptable. Appropriate wording will need to be added to the Library Policy. Sue will investigate and propose
- **Building update**
  - No direct update but Anne reported that Kristian had conversed with Mary recently and was assured that the Selectboard is still working with Rural Edge on it and everything is moving forward as planned.
- **Fundraising letter**
  - Erik presented copies of the proposed fundraising letter for businesses and content was discussed.
  - Board agreed that personalizing the letter and having all Trustees sign it was a good idea and could make business sponsorship more likely.

- Some discussion ensued as to whether or not we should have Anne sign the letter or whether the request should be signed just by the Board members. It was decided that it should just be signed by the Board.
- Some minor changes were proposed. Header must be corrected to take out Anne's name in the header, remove the "As you may be aware" clause at the beginning and to add Erik's phone number as the contact if people had questions and wished to call.
- It was suggested that letter be printed on high quality paper, perhaps of a different color and that the envelopes bear the logo.
- Erik will make modifications and bring perhaps the first batch to be signed to the next meeting.
- **Walmart Grant Guidelines**
  - Sue provided Anne with the guidelines for requesting grant fund from Walmart.
- **Library Survey Update**
  - Erik provided copies of the summarized results of the survey.
  - Erik indicated that there were no huge surprises but some recurring themes from the comments were that Anne is a great librarian and very well-respected and that patrons would like to see more open hours.
  - Erik encouraged all trustees to review comments and survey results and identify and possible actions we may wish to take, if any, based on the results.
- **Computer Replacements**
  - Anne reported that she had checked with Jared Field, our computer tech guy and although he did not supply specific PC configuration recommendations, he highly recommended that we have him build the computer rather than purchasing it fully assembled. The cost would be \$700-\$800. He said the overall stability and quality of components would be better and warranties would be better. Also we would have a local contact if there were issues and labor would be included. There would be labor costs for setting up and configuring them if we purchased them elsewhere. Board felt like this was probably a good path the cost was not much different than we would expect if we purchased them elsewhere.
  - Board decided further action was not necessary until we determined funding sources.
  - Anne also reported that TechSoup (where we purchase discounted software) also has programs for purchases of discounted computers and accessories. She signed up for a Webinar to learn more but will likely not be able to attend it. However, she should have access to the recording of it and will listen to it and see what more she can find out about using this as a possible avenue for purchasing equipment.
- **Librarian Salary Increase Schedule**
  - To follow up on a previous discussion where Erik had presented a potential Librarian Salary increase schedule, Anne had done some outreach to other Vermont libraries to see if they had such a schedule and what it looked like.
  - Anne received five responses and none of them had such a schedule in place. In addition, there was no real consistency as to how the topic was addressed. The only common thread seemed to be that municipal librarians seemed to follow the standard rules of town employees "with exceptions."
  - Sue asked what the town policy was regarding raises. No one was sure what it was and/or if it existed. Erik will check and report back.
- **Hornets**
  - A hornet was present during the meeting and was enjoying Bill's Diet Coke.
  - Sue reported that there is a hornet's nest outside the front entrance and was not sure if she should spray it.
  - Anne suggested she contact Rural Edge to address it.

- **Librarian Report**

- Anne delivered her Librarian Report (attached to these minutes) and Trustees discussed their satisfaction with the wide assortment of programs and diversity of passes available.
- Anne brought up the topic of whether or not we wanted to purchase blue Library road signs and whether that would be useful for our Library given its location on a main route.

- Diane motioned to adjourn the meeting. Bill seconded. Meeting was adjourned at 8:24 pm.

**Action Items**

Anne - Will contact Rural Edge about removing hornets' nest from entrance area

Anne – Will give American Funds proceeds check to Lisa

Anne- Will get Trustee Thank You mug for Diane.

Bill – Will contact Merchants Bank to get authorization to manage accounts.

Bill – Will transfer \$5000 from Operating Account back to Endowment Account.

Bill – Will contact American Funds to determine who is authorized to act on account and obtain authorization for himself.

Diane – Will attend next Selectboard meeting and add Building Update to the agenda to assure it is addressed.

Erik – Will check to see if there is an existing policy for salary increases for the town.

Erik – Will prepare personalized solicitation letters for area businesses

Kristian – Investigate requirements for applying for funds via the Gates Foundation.

Kristian – Will provide Treasurer information that Alissa left to Bill

Kristian – Work with Anne regarding cloud storage back up of Library electronic files

Sue – Will review current Library personnel policies and suggest language to link it up with Town Policy and recent addendum

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### General Updates

- New refrigerator in our kitchenette. Thank you, Friends!
- Anne registered to attend annual Vermont Library Conference on May 18 in Killington.
- Table for donated dollhouse has arrived, next step is set-up and finding furnishings.
- New passes available for patrons (with financial & time help by Friends) are Birds of Vermont Museum, Fairbanks Museum, Shelburne Farms, Billings Farms & Museum.

### Program Update

1. Crafts and Conversation: Continues each Wednesday, 1-3pm, with attendance of 1-12 members.
2. Book Group. Meets 4<sup>th</sup> Mondays at 6:30pm. Four people attended April meeting, and chose a title for next 2 meeting months of May & June.
3. Computer Help Sessions were offered by volunteer Dan Robinson for 3 weeks starting mid-April. People signed up for 30 minute blocks to meet with him here during open hours. After a slow start, people started using the services and got a lot out of it.
4. Children's Gardening Program: Coordinated and led by Deborah Connolly who reached out to many community volunteers to co-lead, and funded by Friends. Program ran on 4 Sunday afternoons in April. Excellent mix of new program families & veterans.
5. 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! Summer planning is priority for this month. Current programs set & in the works:
  - Wildlife Encounters on June 11 at 2pm, co-sponsored kick-off with Baldwin held at BMU.
  - Pluto & Planetoids on June 23 at 4pm, adults & kids.
  - Butterfly House Building on July 7 at 4pm.
  - Comic Book Drawing on July 15 at 10am.
  - Magician Tom Joyce on Aug. 13 at 2pm, co-sponsored closing with Baldwin held at BMU.
  - Read to a Goat to be scheduled.
  - Groton Town Garage machines to be scheduled.
  - Beginner Spanish classes with Luisa on Wed. mornings, to be confirmed.
  - Birds of Vermont museum visiting programs to be scheduled.
  - Modern Woodman approached for financial support of water & fruit summer snack station.
  - Other programs in the works as well!

### 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:  
Kirsten Murch, Anne Gallagher, Cady Paquin.

### Projects on the Back Burner

- Emergency protocol for staff/volunteers.
- The bookshelves in honor of Ginny Jennings are sagging. IN PROGRESS.
- Weeding book collection of un-used and outdated materials. YA, J nonfiction are first up.