

Library Trustee Meeting Minutes

July 10, 2017

Present: Kristian Connolly, Diane Kreis, Bill Paton, Sue Murray, Erik Volk, Luisa Linsdley

- Meeting called to order at 7:00 PM.
- Approved/Amend Agenda
 - Erik asked that the topic of business donations be added to the agenda.
- Approve Past minutes
 - Sue motioned to approve the minutes from the 5/8, 6/1, 6/26 and 6/29 meetings. Diane seconded and the minutes were approved.
- Transition questions/issues
 - Luisa reported that it was very helpful to have volunteers during her first days which gave her time to read notes.
 - Luisa indicated that she will continue to utilize the volunteer base but she really feels it is extremely important for her to interact with the patrons so she will be doing that directly for a while either in place of or in addition to the volunteers.
 - Luisa indicated that the computers she is using appear to be quite slow and would appreciate us looking into improving the speed of them although the issue is not extremely urgent.
 - Luisa provided a donation check from DL and Lois Clark for \$100.
 - Luisa recommended we make a concentrated effort in the future to reach summer people for donations since that proved very successful at the Tenney Library.
 - Bill brought up that he and Luisa had spoken and there was some confusion about how to handle the bills. Kristian said his understanding was that Anne physically received them and dropped them with the requisition form to be signed at the Town Offices. Bill & Luisa will follow up with Lisa Hart to assure they are following a process that will be easiest for everyone involved.
 - Luisa asked about how we would like to handle outgoing mail, specifically the Interlibrary Loans. Erik reported that he often handles them and she just needs to send him an email notice. Payment is usually handled with the credit card at the Post Office but while credit card setup on Amazon is still being finalized, he can use the Copy money.
 - Luisa provided two Act 46 Community surveys dropped off at the Library. Erik will make sure the survey results are returned.
 - Luisa wanted to be sure a Trustee would be present for the program on July 15. Bill indicated he would attend.
 - Luisa asked if it was OK to order books via Amazon. Trustees said this was fine and she should use the credit card on file with Amazon once Bill has finished setting that up.
 - Bill reported that he will make copies of the credit card for his records and for Luisa's use and will return the credit card to the Post Office.
 - The question of if the credit card was still had Anne's name on it was brought up. Since we did not have the credit card, no one was sure but it is likely. Bill will check into that and order additional card(s) as needed for Luisa and for himself.

- Upcoming volunteer coverage.
 - Luisa will be gone from July 19 through August 10. Trustees were aware of this prior to hiring her.
 - Renee and Susan will provide coverage during the time she is away.
- Financial Report
 - Bill did not have a report as he has not received any bank statement to date. He is not sure where they are being delivered. It is believed that they are being delivered to the Library but we have not seen them.
 - We have not received any recent business donations and our outreach to the business community yielded \$250 which represents five donations of \$50 each.
- Personnel policy update
 - Kristian brought up that we need to update the policy to reflect our decision to change the vacation accumulation portion of the policy. Instead of accumulating it month-by-month, it will all be placed in a bucket at the beginning of the year and will be deducted as they are used to bring it in conformance with Town Policy.
 - Erik suggested that we also add specific verbiage to our policy stating that if something is not specifically mentioned in our policy, then we will default to the Town Policy.
 - Kristian will make these changes and will bring it back at a future meeting for Board approval.
- Building Update
 - There appears to be no progress although several emails have been exchanged between Mary and Trish at Rural Edge. Recent email communications seem to indicate that Rural Edge would like \$100,000 for the building without any discount given for the \$50,000 raised initially. These communications also indicated that Trish from Rural Edge has been given approval to be the person to directly negotiate the sale with Mary. Other emails also seemed to indicate that Rural Edge would be OK with continuing with the current rental arrangement. It is still quite unclear so Kristian will invite Mary to our next meeting to clarify the current status of negotiations.
 - Bill suggested that the septic system should also be part of the negotiations.
- Library Policies
 - Kristian indicated that the recent change in Librarians might be the optimal time to review and/or revise current policies and procedures.
 - Specific topics of concern brought up by Kristian includes the placement and exposure of computer terminals, the use of the Library by outside groups and the large number of keys that have been given out.
 - His concern about the terminals reflect the fact that some kids are playing violent video games which some patrons find uncomfortable having their children view when entering the library. Relocating the terminals or somehow hiding them from direct public view may be desirable.
 - The concern about the keys is that we do not know how many keys are out there and who has them. Luisa said that Tenney had bard coded them and put them in the system, tracking them similar to books and other library materials. Individuals would need to check them out for an appropriate period and we could monitor who had them

in the system. They would also be sent an automatic email alerting them when the jey was due to be returned.

- Trustees were asked to bring their concerns recommendations to the next meeting regarding possible policy/procedure changes.
- Outstanding Action Items
 - Kristian will work with Luisa to develop a backup plan using Cloud Storage.
 - Bill will bring backup system to Library
 - Bill will complete repaying the Endowment fund from Operating funds.
 - Kristian began investigating receiving funding from the Gates Foundation. He will continue to do so.
 - Sue had investigated technology funding possibilities via Walmart. She passed that information on to Anne but is unsure where it is. Therefore, she will bring that information to a future meeting.
 - Erik will revise Trustee list to add Luisa and distribute.
- Diane motioned to adjourn. Kristian seconded and the meeting ended at 7:55 PM.

Action Items

Bill	Follow up with Luisa and Lisa regarding process for processing bills.
Bill	Photocopy credit card and return to Post Office
Bill	Call credit card company and request cards for him and Luisa.
Bill	Will check into what will be required to change locks and register them on the Library system with bar codes.
Bill	Bring computer backup system to library
Bill	Repay Endowment Fund from Operating Funds
Bill	Attend July 15 program
Erik	Revise Trustee List
Erik	Submit Act 46 surveys
Kristian	Revise Library Personnel Policy per recommendations
Kristian	Work with Luisa regarding cloud storage
Kristian	Continue to investigate Gates Foundation funding
Kristian	Invite Mary to next meeting
Sue	Bring Walmart grant information to future meeting