

Library Trustees Board Meeting

September 11, 2017

Present: Kristian Connolly, Diane Kreis, Sue Murray, Bill Paton, Erik Volk, Luisa Linsdley, Mary Grant, Trisha Ingalls (Rural Edge)



- Meeting called to order at 7:04 PM
- Agenda was reviewed and approved.
- Diane Kreis moved to approve the August minutes. Sue Murray seconded and the minutes were approved.
- Building Discussion
 - Kristian provided an overview of the differences between a municipal library like Groton Free Public Library and a private incorporated.
 - Mary explained that the town would have to have a town-wide vote to purchase the building and reviewed the different understandings people had of what the \$50,000 contribution by the Capital Campaign meant.
 - Mary said the Selectboard wants the Board to decide what they would like to do (own vs. rent) and they will move forward with an appropriate action.
 - Trisha confirmed that the offer by Rural Edge was \$100,000 although other details like parking, snowplowing, etc. would need to be figured out.
 - Bill asked about the water and septic system and if that would complicate a purchase. Trisha indicated that the system serves the whole building and an agreement could be reached for the Library to be responsible for a certain percentage of the system.
 - Trisha explained that she has been CEO for 2 years and at Rural Edge for 6 years and that there have been lots of transitions at that time. The issue is complicated by the fact that Rural Edge is not the sole owner and they own it in conjunction with Housing Vermont. Any discussions/decision would have to include Housing Vermont although Housing Vermont does not normally get involved with management of the building, negotiations, etc.
 - Diane reviewed information recorded in minutes that indicated that the 50,000 was intended to be a loan and that the Library would eventually be given ownership of the building.
 - Trisha indicated that there are no legal documents indicating that the amount was a loan and no restrictions were noted on the check. In addition, she indicated that Rural Edge has been subsidizing the property for many years and that the Library is only paying about 1/3 of what it actually costs to run the portion of the building housing the library.
 - Trisha indicated that despite others comments, Rural Edge has no plans to sell the building (other than possibly to the Library) and would be happy to continue to rent the facility to the Library for the foreseeable future although the rent payment would have to go up substantially as they are losing money each month.
 - Diane asked if the \$100,000 purchase price would be reduced by the \$50,000 initially provided. Trisha indicated that they do not have a record of that money being a loan and it is assumed to be a contribution/donation to the project. In addition, due to the

years of Rural Edge subsidizing the rent, the 50,000 has likely already been made up if indeed it really was a loan.

- Kristian indicated he thought he had read an email saying that Rural Edge had agreed that we could continue at our current rental rate of \$475/month.
 - Trisha said she was unfamiliar with the email that Kristian had referred to but it likely said that we could continue with the current rental rate only to the end of the year. Although it would be open to discussion, the new rental rate would likely be about \$1500/month to cover expenditures. Trisha also indicated that Rural Edge has no desire for the Library to vacate and would certainly be open to a tiered rental increase over time.
 - Diane indicated that she believed part of the initial funding was subject to grant restrictions that required the facility to be used as a Library. Trisha indicated that she was unaware of any restrictions and had not seen any paperwork to that effect. Trisha also indicated that there is no tax credit for the library being received and therefore no compliance period that would have such a restriction although she cannot confirm what her predecessors may or may not have done.
 - Kristian clarified that if he understood correctly, this would mean we have only 3 months left at our current rental rate which Trisha confirmed.
 - Mary indicated that a purchase would have to go before the voters. However, she also indicated that she believed the town should ultimately be responsible for the rent, she would be an advocate for an increase in the budget to fund it and she did not think it would really be an issue. A rental increase would not have to go before a town wide vote.
 - Trisha suggested we reach out to Eric at Housing Vermont as he was around since the beginning of the project for clarification/discussion. Kristian suggested that was probably the Selectboard's responsibility. Mary agreed and will follow up with Eric.
 - Bill brought up the Cilley property vote and how that could have a negative impact on asking the voters to purchase the Library. It was agreed this would have a negative impact.
 - Erik questioned whether the Cilley property could be used as the Town Library. Mary confirmed that the property likely would not be appropriate.
 - Kristian, Mary and Trisha will continue conversation by email and an additional meeting may be scheduled.
- Financial Report
 - Bill did not have an official Financial update. In part, this was due to the fact that he has been unable to determine where the bank statements are going. Luisa confirmed they are not being received at the Library. Bill will follow up with Lisa to locate them or identify a contact at the bank.
 - Bill did not have an update on the Amazon Account but will continue to work on this.
 - Bill indicated that Lisa had reminded him about the importance of getting credit card bills in immediately as the grace period is very short. The last bill was received the day it was due. However, this was due primarily to the fact the Luisa was on vacation. Luisa has assured the Board that the bills will be submitted promptly in the future.

- Bill indicated that Lisa needed further information to reimburse the woman who organized the Magic Show. Luisa indicated that she has been in touch with Lisa and the issue is resolved.
- Erik asked about whether we were still following up on applying for an Amazon credit card so that we could use the points for books. Bill will follow up.
- Librarian Report
 - Luisa reviewed her Librarian report (attached). All details discussed are not included here but are furnished in the report. Some key topics are listed below that elicited further discussion.
 - Luisa indicated her continuing frustration with the speed and portability of the Librarian computer and believes a laptop for the Librarian is sorely needed. The cost of such a laptop should be small. Luisa will follow up with Jarrod to see if there is anything he can do to fix/speed up the Librarian computer and Kristian will investigate possible laptop purchases.
 - Kristian indicated that Mark should be dusting shelves as part of his maintenance/cleaning duties and perhaps that just needs to be communicated to him.
 - Luisa suggested that some of the building issues such as the exposed pipes in the Children’s Room and the elevator should be included in any rental agreement.
 - Luisa indicated she has now met most of the Friends and will be attending their next meeting. Kristian indicated that the Friends are handling the Fall Foliage book sale activities but may ask us for assistance.
- Meeting ended at 8:39 PM.

ACTION ITEMS

Bill	Follow up on setting up Amazon account.
Bill	Follow up on locating bank statements.
Kristian	Investigate laptop purchase
Luisa	Follow up with Jarrod on computer issues
Luisa	Follow up with Mark regarding dusting shelves
Mary	Contact Eric at Housing Vermont

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Librarian's Report

General Updates

- New books scanned and cataloged! I've been working for 2 hours at a time and I am cataloging and making our new books available as soon as I can.
- Susan Gordon and Sue Murray have been volunteering Saturdays 10-12pm, a big help with shelving books.
- Library passes, courtesy of the Friends, is well-used. Both beach passes are often out. Patrons have been quite responsible with returning them on time.
 - Kirsten Murch and Martha Montague have been covering our new books. THANK YOU!
 - I am meeting with the Friends of the Library at their quarterly meeting in September.

Programming Updates

1. Crafts and Conversation: Continues each Wednesday, 1-3pm, with usually 4-13 participants. Nice to have regular member coming each week. This awesome group is having an Afghan Ruffle on October 7 during the Chicken Pie Supper on Oct.
2. Book Discussion Group: It used to meet on the 4th Monday of every month at I am organizing an informal gathering on September 25 to officially begin again in October.
3. Summer Reading Programs: Wonderful, nice programs were put together by Anne Hatch, about 40 kids participated. Thank you Anne for building a better world and offering the following programs during summer 2017!
 - Wild Encounters- Sunday, June 11 at 2:00pm
 - PLUTO and BEYOND, PLANETOIDS- Friday, June 23 at 4:00pm
 - TOWN TRUCKS MACHINES- Wednesday, June 28 at 10:00am
 - Build a Butterfly Feeder- Friday, July 7 at 4:00 pm
 - COMIC BOOK WORKSHOP- Saturday, July 15 at 10:00am
 - Magician Tom Joyce- Sunday, August 13 at 2:00pm

Other Upcoming Programs/Events

1. Conversational Spanish: Interest has been expressed and I'm in the process of scheduling the right time for the good of the group.

2. Playgroup: I am in conversations with the BMU preschool about holding a playgroup here. It sounds like a wonderful opportunity and we're presently working on scheduling.
3. Annual Handmade Afghan Raffle- Winning tickets will be chosen at the Chicken Pie Supper on Oct. 7! A beautiful afghan, handmade & donated by our Crafts & Conversation library group. Tickets are \$1 each or 6 for \$5. Stop by the library to get your tickets!

Questions/Etc.

- Librarian computer — This computer is exceptionally slow and the internet doesn't work. Is it possible to upgrade the librarian computer to a laptop?
- Volunteer Appreciation — would like to host event of some kind, an annual one, as volunteer appreciation — inviting everyone who has volunteered at the library over the past year — thinking perhaps the end of October as a good time of year? Or perhaps November/December before the snow supposedly flies? Ideas for what/how? Wondering if "Friends" might be willing to be financial host?

Help Requests

- Shelving is a constant battle. Any support would be greatly appreciated.
- •Dusting shelves.
- Front desk coverage Mondays, 4:30-5:30pm
- Front desk coverage Wednesdays, 2:30-4:00 pm
- Front desk coverage Fridays, 2.:30-4:00 pm

Sincerely,
Luisa Lindsley
Librarian