

Library Trustees Board Meeting

December 11, 2017



Present: Bill Paton, Diane Kreis (via phone), Kristian Connolly, Erik Volk, Luisa Lindsley

Absent: Sue Murray

- Meeting called to order at 7:11 PM
- Bill motioned to approve the agenda. Erik seconded and the agenda was approved.
- Erik mentioned that Diane had requested an addition to the November minutes which he had made. Bill motioned to approve the minutes. Diane seconded and the November minutes were approved.
- Librarian Report
 - Luisa furnished a Librarian Report which appears at the end of these minutes.
 - Luisa reviewed her report and indicated that Saturday's events were very successful and were very well attended. The two programs were Origami for Kids and Genealogy of Happiness. She indicated that in total on Saturday, we had 30 adults and 11 kids present in the building.
 - Luisa indicated that 15 of the 20 attendees for the afternoon program completed the Vermont Humanities survey and 7 were Groton residents.
 - Luisa spoke about the upcoming program Vermont vs. Hollywood on December 14th and a Holiday Party sponsored by the Friends of the Library on December 18th.
 - Luisa warned the Trustees that she needs to complete the Department of Libraries Annual Report which takes about 2.5 hours to complete not including the gathering of information.
 - Luisa indicated that the KOHA system did not appear to have any of the reports needed. She was able to spend time with a librarian from St. Johnsbury who reviewed his reports with her to assist her in gathering information for our library.
 - Luisa reminded the Board that she is still spending lots of time buying books, cataloging books, etc. in addition to her work organizing programs.
 - Luisa indicated that Appeal letters have started to arrive with checks. She will supply the returned letters to Erik to update our mailing list. Erik will provide access to the spreadsheet to Luisa so she can help update.
- Lease Discussion
 - Kristian reported that Mary did send the Rural Edge lease to the Town Attorney and the attorney responded with suggested changes. These were provided to Rural Edge who said they would review and implement as many of the changes as possible and get back to us with a revised lease
 - Rural Edge did provide a more detailed cost breakdown to the Board which was distributed at the meeting. Their requested rental amount dropped slightly from \$1500 to \$1382.42.
 - Bill asked whether he understood correctly that Mary had indicated that lease expenses were often calculated based on square footage since the provided expenses did not seem to be based on that. He also indicated that we share the expense of utilities like electricity although we likely use less than the other tenant given our hours.
 - Discussion took place about the relevancy and fairness of the numbers provided.
 - Kristian suggested we budget for the amount they gave us for now and make adjustments later if we negotiate the price down further.
 - Bill indicated he was more concerned about the language in the lease than the difference of a few hundred dollars for the actual lease amount.

- The expenses provided were reviewed and the Trustees still had questions on some of them. The Trustees decided to budget for the quoted amount and when the lease is returned further discussion can take place as to whether we wish to negotiate a lower amount.
- Budget Discussion
 - Kristian provided a spreadsheet showing last year's budget amounts and his proposals for this year.
 - Kristian suggested we go through all items but the Librarian salary and enter Executive Session at that point and allow Luisa to depart.
 - Kristian mentioned that unlike in previous years, we did not get a request from the town to budget with level funding.
 - Kristian pointed out that if we propose that the Town cover the full amount of the lease as suggested by Mary that we would have some additional funds to work with.
 - Erik reported that he had checked in with the town regarding their internet charges for high speed internet through Charter instead of the slower DSL through Fairpoint. The town pays \$35 per department for phone service through Fairpoint and an additional \$79.99 for the internet. Erik said this may not be exactly the same as it would be for the Library. He had also contacted Charter directly but was still awaiting a call back from their local salesperson. He also indicated that the Town has been very satisfied with the new internet service.
 - The Trustees reviewed all the expense line items. Although the details of the budget will not be furnished in these minutes, Kristian will submit the budget and it will be available to the public at that point. Some additions to the budget included an additional \$2500 for computer purchases, \$100 for legal fees, and an increase to support our planned changeover to high speed internet via Charter.
 - Luisa has asked if since we were slightly underbudget, whether the excess funds could be used to purchase a laptop. Bill motioned to approve spending of up to \$650 to purchase a new laptop. Diane seconded and the motion passed.
 - Luisa indicated that we had a benefactor who was planning on donating a projector.
 - Luisa requested that we consider adding an additional 2 hours to the Librarian approved hours so that she could have additional time to work on programs.
 - The issue of Luisa still having accumulated vacation time and the need to complete the Department of Library survey as well as other tasks was discussed. Rather than attempt to secure volunteer coverage at the last moment, the prospect of closing the Library on the 27th and 29th of December was brought up. Kristian indicated that we had done something similar in the past. Kristian motioned that we close the library on December 27th and 29th. Erik seconded and the motion passed.
- Executive Session
 - The Trustees entered Executive Session at 8:52 PM to discuss Librarian wages.
 - The Trustees exited Executive Session at 9:17 PM.
 - Erik motioned to modify the Librarian job description to allow for 22 hours a week with the requirement that the Librarian provide a breakdown on both her timesheet and in her monthly report to the Board how many hours were spent on programming activities. Bill seconded and the motion passed.
 - Bill motioned that we increase the Librarian salary from \$17.00/hour to \$17.50/hour beginning January 1st. Diane seconded and the motion passed.
- Bill motioned to adjourn the meeting and Erik seconded. The meeting was adjourned at 9:21 PM.

Action Items

Erik	Provide Appeal spreadsheet access to Luisa
Kristian	Revise and submit budget numbers
Kristian	Provide Luisa with language confirming how flexible work time will be handled.

Librarian Report
12/11/17

As you know, my goal is to create a welcoming and open space. Both events it has been really rich as people have shared in heartfelt ways. And I very much enjoyed connecting with patrons from Groton and other towns, like Diane from Barre who came to attend both events, and spend the whole day here at the library.

Saturday events were very successful. The attendance was higher than I expected. Everybody enjoyed each other company and they were happy during both events.

Thank you Deborah Orelup for coming back to the library and teaching us how to make Origami Christmas ornaments.

The Genealogy of happiness was a huge success!

William Edelglas did an excellent job presenting the history of how we discuss happiness and then facilitated a discussion that he finally had to end because it could still be going on now if he didn't! It was fascinating and I received great feedback from those who attended.

We had 20 people and I'd like to thank the Vermont Humanities, the friends of the library and volunteers for making possible this kind of events.

Sincerely,

~Luisa

Attendance on Saturday, December 9

6 Adults

1 Young adult

3 Kids

Origami program

10-1:30 pm

7 Adults

8 Kids

1 Young adult

The Genealogy of Happiness

4:00-7:00pm

17 adults

3 young adults

And they happily stayed for almost an hour to socialize and to enjoy the refreshments we offered thanks to the friends of the library.

It was a busy Saturday, and I will post some pictures on Facebook later this week.

Upcoming in December 2017

Vermont Humanities Speakers Bureau- Vermont vs. Hollywood: 100 Years of Vermont in Film: December 14 at 6:00 pm.

Vermont has been a featured location in Hollywood movies for nearly a century. It has represented many different ideals during that time, and its portrayal reflects both Vermont's own history as well as American history. Examining those films provides interesting and fun insights into the hold Vermont has had on imagination in the media age. Amanda Kay Gustin of the Vermont Historical Society will provide background and share clips ranging chronologically from 1919's *Way Down East* to 2005's *Thank You for Smoking*.

Groton Free Public Library HOLIDAY PARTY, December 18, 5:00-7:00pm:

The library is hosting a community event to celebrate the magic of the season. The event is all about families getting together, and it will include music, craft-making, hot chocolate and sweet treats.

Bring a friend and enjoy the wonder of connecting with your community.

Generously sponsored by the Friends of the Library.

I am very excited about this community gathering, and I hope we get to celebrate the wonder of this magical season.

Updates

NEW! Audiobooks for our youngest patrons! We are pleased to offer the beginning of our picture book collection with matching audio CDs, thanks to funds raised by our Friends of the Library group.

We now have audio-books available on CD and for download for all ages.

Crafts & Conversation: Every Wednesday from 1-3pm. Stop by the library for some crafty tips, and perhaps share some of your own.

Bring a project to work on or just enjoy some good company!

Discounted Echo Center Passes Available: Contact the library to reserve a pass that offers the reduced rate of \$4 admission per person for up to 4 people. New exhibits and programs year round for your next trip to Burlington!