

June 11, 2018

Groton Free Public Library Board of Trustee Meeting

In attendance: Nancy Spencer, Peggy Burgin, Mark Shallberg, Luisa Lindsley, Lisa Hart, Jim Burke, Sue Murray & Jodi Fleurie-Wohlleb

At 7:00 Jim Burke made a motion to begin the meeting. Peggy seconded the motion.

Friends Report: Friends are working on details to be in compliance with their "Domestic Non-Profit Corporation" status. Jodi is making a binder with previous years notes, reports, and Friend contact information. Friends have agreed to sell pies during the Aug. 4th Library event.

Lisa Hart: Lisa and Jodi have been trying to dig through information to figure out the Libraries status—municipal or incorporated or a mix. At this time, no decision has been made. This information is important regarding the following of policies and procedures. Luisa & Sue offered Lara Keenan's contact (Vermont Governance and Management Consultant) to try to figure the Libraries status--- as well as use her to try to help the Board of Trustees. Lisa spoke to previous trustees about the intent of the Capital Fund that was thought to possibly we used for elevator repairs. Those monies are now understood to be used once the Town owns the building. An Endowment Fund in the amount of \$50,000 should have been written to Rural Edge- there was some discussion that Rural Edge did receive the monies, while others suggest there was no exchange of money in this amount. Jim received the Budget Reports which should be at 42%--- and the Library is in good standing.

Elevator: Sue Murray was in touch with a company in Manchester (Lindsey Pertrowsky). Cost for looking at the elevator were \$150.00 on site, \$110 travel time (per hour) and .70 cents a mile. Brent Smiths (as an electrician) name came up as a possible person to take a look to see if he sees any simple solutions.

Lisa mentioned Dan Webster has been working closely with Rural Edge--- he has a work order submitted for the porch door, and a broken light.

Air Conditioners have been put in informally in the past by a volunteer in the community. Luisa asked that there be money in the budget to have a person do this in the future. Mark and Jim took care of the AC installation.

Mark spoke on the cleaning issues. Luisa has been asked to speak to the Board of Trustees should she think the Library is not being cleaning well enough. Sue would like to have a list of the different cleaning jobs and the approximate time each job takes to assure there be enough time for the cleaning that needs to get done. Mark will check on the Library weekly to make sure he feels the cleaning is being done. Sue gave him her key to allow him access to the Library.

Sue would like to have policies and procedure updates to help with personnel issues such as that with the cleaning--- time didn't allow for those to be looked at.

Luisa asked about the current printer and its quality. An IT person was asked to come speak with her about her concerns, but during the confirmed meeting time she was not present. There is money in the budget for new computers. Sue suggested that some reconfiguring happen for one of the unused computers, and possibly free up some money to purchase a new printer.

Librarian report--- see attached.

There was a brief discussion on changing the meetings from Monday nights to the second Thursday of each month at 5:30. No decision was made.

Sue Murray gave her resignation from her role as Trustee president. Her last day doing volunteer work will be June 16th--- Sue Gordon will be doing alternate Saturdays. The Saturdays that Sue Murray covered still need coverage.

Meeting ended at 8:40