

**Groton Free Public Library**

**1304 Scott Hwy**

**Groton VT 05046**

**July 9, 2018**

The duly warned meeting of the Library Trustee's July 9, 2018 was held at the Groton Free Public Library, 1304 Scott Hwy Groton VT 05046

Attendance for the meeting:

Jim Burke, Peggy Burgin, Alissa Smith, Debra Tinkham, Jodi Fleurie-Wohlleb, Diane Kreis, Lisa Hart, Torie Peters

7:00 pm Meeting

- Alissa Smith read the agenda she put together to help with the flow of the meeting.
- June 11<sup>th</sup> Minutes were read by Jim Burke and approved
- Elected Trustees: Alissa Smith and Debra Tinkham
- Reviewed terms and duties of Trustee's
- Alissa Smith Term-committed until March 2019, Town Meeting Day-Chairperson
- Debra Tinkham-1 ½ year term
- Peggy Burgin-3 year term
- Jim Burke- 1 year term- Treasurer
- Reviewed that the Library is set up to have a five-person board of Trustee's, so we are still in search of 1 more Trustee.

Torie Peters was asked to take the minutes for tonight's meeting and see if she would consider being a Library Trustee as the Secretary. Torie accepted to take the minutes for tonight's meeting. Once the minutes are prepared she email them to Debra Tinkham and Alissa Smith for review.

Discussed the monthly meeting schedule and voted & accepted to have the monthly Trustee meeting the first Monday of each month. Keeping the time at 7:00 pm. Next meeting will be August 6<sup>th</sup>.

Discussed the posting of meetings and agenda's and open meeting law requirements.

Diane Kreis had some input on the June 11<sup>th</sup> minutes.

- The question of the endowment money being sent to Gilman Housing in two checks 46,000 and 4000 was confirmed.
- The Groton Library is considered a Municipal Library.
  - Debra Tinkham will contact Erik Volk on his findings so we can save this paperwork out for the future.

Alissa listed off items that the Board will need to know the status of:

- Ownership of Library Building
- Rent
- Yearly Librarian Evaluation
- Annual Appeal letters

Reviewed Open law Meeting

- Post the Agenda 3 days prior to meeting
  - 3 regular spots- List-Serve, Town Office, and Library
- Minutes need to be prepared within 5 days after meeting is held.
- Chairman will prepare the Agenda and do the postings

Treasurer Report- Jim spoke of Revenues of the previous years. Lisa spoke of the monthly Budget reports and where the library was at with our budget.

Librarian Yearly Review- Diane thought she had the job description and forms to proceed with this.

Friends Update- Jodi spoke

GHS is putting on a concert in the park on Labor Day weekend and has asked for a donation. Friends cannot do this. But maybe the Library can.

- There was some discussion on this 150.00 donation.
- Also it was asked if the library could be open for this event for bathroom use.

Jodi spoke of the upcoming “Zoo Keeper” event to see if this is a kid friendly event. Debra was going to follow up on this.

Jodi spoke of some personal items that were left behind in the Library of Anne Hatch’s. It was decided for Anne and Luisa to meet up to review these items together.

Debra Tinkham ended the meeting with a Positive Note in regards to the Library. Let's all have positive discussions about the Library in our community and this will help the positive energy flow thorough out.

Thank you

Adjourned 8:25 pm

Respectfully submitted

Torie Peters, Temporary Library Secretary