

**Groton Free Public Library
1304 Scott Hwy
Groton VT 05046
October 3, 2018**

The duly warned meeting of the Library Trustee's October 3rd, 2018 was held at the Groton Free Public Library, 1304 Scott Hwy Groton VT 05046.

Attendance for the meeting:

Torie Peters, Alissa Smith, Debra Tinkham, Jodi Fleurie-Wohlleb, Lisa Hart

Meeting was called to start at 6:05 by Alissa Smith.

Debra moved to add library trustee recruitment to the agenda and it was confirmed. Agenda was approved. Minutes from August 6th and September 16th & 19th meetings were approved.

Jim Burke announced his resignation.

Treasurer's Report:

- Alissa read the budget numbers.
- Lisa gave the board an update on donation amounts for 2018.
- The board decided that thank you cards would be sent to all future donors.
 - Librarian will collect donation checks, make copies and turn checks into treasurer's office for deposit
 - Copies will go to board secretary so that they can write and send thank you cards
 - During higher flow of donations, such as during annual appeals, all members of the board will help to write and send thank you notes
- Lisa explained this year's budget balance with confusion of the lease payment. Board is still waiting to hear from Rural Edge about the ownership of building
- Lisa reminded the board that budgets are due before November 17th.
 - This is the day to present budgets at town office. 8am-1pm

Friends Report:

- Jodi explained plan to be open for the book sale on Friday Oct. 5th and Saturday Oct. 6th.

Appeals Master List

- Debra will continue to try and locate a masters list for the donors to past appeal campaigns.

Banjo Dan

- Friends of Library and Library agreed that Banjo Dan concert went good and that it was worth it to have library open for bathrooms, but also for people who do not usually come to town to see it open.

Health Commissioner

- Lisa will print and laminate exit signs for doors and “NOT AN EXIT” signs for kids room door.
- It was decided that door at bottom of stairs can no longer be blocked. Items were removed from in front so that the door could be used as an
emergency exit, but not as an entrance
- Alissa will continue to try and contact Royal Electric about fixing the
elevator.

Debra sent trustees links to an online version of the trustee manuals.

Lisa will take Luisa's key if/when she comes to get her checks at the town's office.

Discussion was had about the pay of the future librarian.

Plan for new Librarian interviews

Alissa told trustees about the applications received so far. Alissa will forward emailed resumes for trustees to review before next meeting.

Trustees will meet one week after the newspaper ad in the Bridge Weekly is posted so that there is time to receive new resumes. Trustees will go over resumes then and decide which applicants will be chosen for an interview.

Trustees will also be on the lookout for new board members.

Alissa adjourned meeting at 7:45

The next meeting of the trustees will be held **Thursday October 11th at 4:00pm** to go over resumes of librarian applicants.

Respectfully submitted
Torie Peters, Library Secretary