

**Alice M. Ward Memorial Library Board of Trustees**  
**Agenda**  
**November 06, 2017**

**I. Open Meeting:**

The 11/06/17 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:30 pm by Chairman Sue Gosselin.

**II. Attendees:**

Sue Gosselin, Nancy Renaudette, Nancy Petro, Sharon Belleville, Craig Varley

**III. Approval of Minutes from Previous Meeting:**

A motion was made by Sue and seconded by Sharon to approve the MM/DD/YY AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

**IV. Additions/Deletions to Agenda:**

None

**V. General Public Comments:**

None

**VI. Building Maintenance/Concerns:**

Library to be closed Friday, Nov. 10 for electrical work to be completed.

Window restoration still on agenda, another project to be completed first by the restorer.

Seeking carpenters to give proposals on updating the stair rail to the second floor.

**VII. Budget Review:**

The November meeting was largely dedicated to budget review and discussion in planning and preparation for the 2018 budget. Budget categories/items were reviewed and a discussion occurred about breaking out some things for better clarity (e.g. separating Collections from Library Operations), and removing old items from the list such as grants that have been used and at \$0 for a long time. The state policy change regarding the accrual of Earned Time was discussed and it was noted that this will need to be considered when budgeting this year. Year to date account report was reviewed and “soft” numbers were established for some categories.

**VIII. Policy/Bylaw Review:**

No review

**IX. Library Activity:**

See Librarians Report

**X. Ongoing/Future Goals:**

No discussion

**XI. Other Business:**

Library closed Nov. 10 for electrical work and Nov. 11 in observance of Veteran's Day.

Four trustees attended the 2017 Trustees and Friends Conference hosted by the Vermont Library Association in Burlington on 11/04/17. The conference provided the trustees with good information to prepare for budgeting and matters pertaining to several topics including innovative ideas and programs, obtaining funds and good stewardship of our library.

**XII. Adjournment:**

A motion was made by Sue and seconded by Nancy P to adjourn the 11/06/17 AWML Trustees meeting. Meeting adjourned at 7:00 pm.

**Next Meeting:** The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 12/04/17