



***Alice M. Ward Memorial Library Board of Trustees  
Minutes  
January 02, 2017***

**I. Open Meeting:**

The 01/02/18 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:30 pm by Chairman Sue Gosselin.

**II. Attendees:**

Sue Gosselin, Nancy Petro, Katie Sawicki, Sharon Belleville

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

A motion was made by Sue and seconded by Katie to approve the 12/04/17 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:**

Trustees will begin seeking estimates for the scraping/painting of the exterior of the buildings to occur after window restoration is completed.

A discussion was held regarding the storage room. The room is unheated and too cold for storage of electronic/computer items that are currently in the librarian's office. Will obtain estimates on cost to run a heat vent into that room so that the space may be optimally used.

**VII. Budget Review:**

Final numbers were entered and reviewed. Will schedule time with the town clerk to review and obtain final tax amount.

**VIII. Policy/Bylaw Review:**

A policy was written that AWML staff will follow the PERSONNEL POLICIES AND RULES HANDBOOK, Town of Canaan, Vermont with the following addenda:

*The Trustees of the Alice Ward Memorial Library have elected to adopt the Personnel Policies and Rules of the Town of Canaan. These Policies and Rules will be followed and enforced by the Librarian when pertaining to Alice Ward Memorial Library Staff and by the Board of Trustees when pertaining to the Alice Ward Memorial Library Librarian. When policies and rules cite enforcement by the Selectboard they shall be enforced by the Librarian or the Trustees as specified above.*

*The Librarian's annual evaluation will be completed at the end of each calendar year in order that the contract and salary adjustments align with the budget year.*

*Adopted by the Alice Ward Memorial Library Board of Trustees effective January 2, 2018*

A motion was made by Sharon to adopt the policy and seconded by Sue. Approved unanimously.

**IX. Library Activity:**

See Librarian's report

**X. Ongoing/Future Goals:**

A discussion was held regarding the basement under the carriage house. It is a nice basement with a concrete floor, but too cold for storage of items that would be adversely affected by temperature. Possible insulation and heating of the space will be looked at after current repair/renovation projects are complete.

**XI. Other Business:**

Beginning with the first pay period of 2018, library staff paychecks will show sick time accrual which began 1/1/18 per VT law and is explained in the personnel policies.

Community bulletin board: Katie noted that as the primary community public use space we should have a better community bulletin board for people to know they can find information about events/opportunities/etc. There are currently 3 bulletin boards (two are located either side of the front door and one is the front of the checkout desk). Discussion was held regarding "assigning" the boards as to what information might be posted on each to organize and optimize use for ease of patron access to information. Also discussed changing the location of the board behind the door as it is not in a spot where it is noticed or convenient to view.

A discussion was held regarding donations/gifts to the library that are not given with a specified use purpose. Per a VLCT in-service attended in the fall Sharon thought we might have to place an article on the library budget for vote at the town meeting regarding how the funds would be used. To be researched.

*Following discussion with town clerk and further investigation it was determined that for the small amount received in donations and gifts the trustees may make a motion and policy at a regular meeting that these monies will be used for Library Operations. The use of large gifts or endowments will have to be presented for a vote by the registered voters of the town.*

Katie suggested an external hard drive be purchased for the trustees for the purpose of electronic storage of trustee documents. Per Craig a large memory hard drive can be purchased for <\$100.

Trustees discussed holding an Open House in the spring to highlight the programs and services our library has to offer and show off the progress of repairs and renovations. Discussed possible events or programs we may hold during the open house including maybe having a genealogy expert on hand and raffling the compost bin.

Discussed putting ad in the newspapers to advertise new hours and maybe highlight some of our programs. Will obtain ad prices from local papers.

Per an email from Lara Keenan at the VT Department of Libraries in response to an inquiry regarding how to reflect our grants that were obtained for specific projects and still have funds left for use in those ongoing projects as money already on hand for that purpose and not a new budget item, trustees will meet with the town clerk, and if needed the Selectboard. This has been a particular item of discussion in regard to the large grant from the VT Preservation Trust as that is not money in our possession, rather a set amount to use on renovations and repairs that we forward the invoice to them for payment. The inquiry is regarding if we can list those funds as a separate item (explanation) in our report rather than as a line item in the budget since it is specific funds for a specific purpose and is already “on hand”, not new funds coming in.

## **XII. Adjournment:**

A motion was made by Sharon to adjourn the 01/02/18 AWML Trustees meeting. Meeting adjourned at 6:50 pm.

**Next Meeting:** The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 02/06/18