I. Open Meeting:
The 08/07/19 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:30 pm by Sharon B.

II. Attendees:
Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Sharon White

III. Approval of Minutes from Previous Meeting:
A motion was made by Shellie and seconded by Nancy to approve the 07/03/19 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:
Non
e

V. General Public Comments:
Non
e
VI. Building Maintenance/Concerns:

Restored windows reinstalled and more take out for repairs and restoration. Requested a plan and quote for replacement/repair of front door and side lights as well as side door repair or replacement from Sally for possible project after window restoration is completed.

Exterior painting is progressing nicely.

Sharon B checking in with electrician about returning to work continue lighting upgrades and Sharon W checking in with Chris Mailloux regarding the park side “dummy” door.

VII. Budget Review:

Budget review: budget accounting appears to be in order. Interlibrary loan costs well above last year- many books being requested by our patrons as well as many libraries requesting books from AWML. Overall budget is in line with time of year/expenditures. Shellie made a motion to accept the budget report as it stands, seconded by Gana. Unanimously approved.

A donation was received in memory of Virginia Carr. Book sale went well. Money made there will be used to purchase AWML bookmarks/magnets.

VIII. Policy/Bylaw Review:

None this month. Sharon W. will take some time to as she can to review library policies and will bring them to the trustees for review and revision as she becomes familiar with the day to day operations and needs of the library.

IX. Library Activity:

Book sale during Sugar on Snow and Community Flea Market did well. Paint and sip postponed due to conflict with a similar CRAG event in town. See Librarian’s report for additional information.

X. Ongoing/Future Goals:

Focus on increasing teen usage of the library. Sharon considering avenues to achieve this, such as a teen & parent paint night. Downton Abbey activity- September ”Border Books”- an idea in planning stages. Refresh and infuse new life into “Go Ask Alice” book club. Survey forthcoming to gather information on patron preferences and ideas.
XI. Other Business:

Sharon W. has been in close contact with the VT Dept. of Libraries and has received much information for a new library director. She is on a wait list for a conference int the fall in Burlington.

The Printer/copier/fax is limping along. It is the most used piece of equipment in the library. Sharon W. will get an estimate on a replacement as continuing repairs would not be funds best spent on this type of equipment.

Computer clean up and updates have been ongoing resulting in improved performance for our public use terminals.

XII. Adjournment:

A motion was made by Shelli and seconded by Sharon B to adjourn the 08/07/19 AWML Trustees meeting. Meeting adjourned at 6:35 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 9/4/19.
Painting is progressing well. When an invoice is received it will be paid and a reimbursement request sent to the Preservation Trust for a draw from the grant.

VII. Budget Review:
Town budget/accounting report was reviewed. Nancy made a motion to accept the budget review and Jana seconded. All were in favor.

$200 received in donations.

A discussion was held as to whether there may be a way to decrease postage spending. It is very high due to Inter-Library Loans. Will have Sharon W. research ways that costs may be decreased. May need to reevaluate for next year's budget. Postage is over budget, but other budgeted areas are under. Overall the budget for the year is on track. (*Note: Interlibrary loans have been increasing- reflects an increased interest by patrons for literature not available at AWML as well as increased demand from other libraries for literature available from AWML).

VIII. Policy/Bylaw Review:
None

IX. Library Activity:
Downton Abbey event coming up.
Facebook page has been very active, interesting and relevant. Thank you to Sharon W. for a great job on getting information up.
Complement's on the chalk board easel on the front porch each day welcoming people to our library.
See Librarian's report for additional information.

X. Ongoing/Future Goals:
 Trustees discussed moving displays/books from in front of windows to allow more natural light to enter. Especially old card catalogs and a brochure display in the nonfiction room.

Share google docs with trustees to allow for review of items to prep for meetings (will save on printed materials and allow for better preparation).

XI. Other Business:
Estimates reviewed for two printers, a laser jet and an ink jet, to replace the current printer/copier. Shellie made a motion to purchase the laser jet and Gana seconded. All voted in favor to purchase the laser jet. Sharon W. to place the order.

Sharon W. received an invoice via email for books purchased last year. Apparently sent previously and never added to a warrant. To be submitted for payment with the next warrant.

XII. Adjournment:
A motion was made by Katie and seconded by Shellie to adjourn the 09/04/19 AWML Trustees meeting.
Meeting adjourned at 6:25 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 10/02/19.
Alice M. Ward Memorial Library Board of Trustees
Minutes
October 2, 2019

I. Open Meeting:
The 10/02/19 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:30 pm by Sharon.

II. Attendees:
Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Sharon Ellingwood
Ron King, James Reynolds

III. Approval of Minutes from Previous Meeting:
A motion was made by Shellie and seconded by Sharon B. to approve the 09/04/19 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:
None

V. General Public Comments:
Jim Reynolds, Canaan Schools Key Club Advisor, spoke to the Trustees regarding the 2019 Key Club Haunted House fundraiser. The Key Club would like to use the library for the haunted house. They will be responsible for all set up and clean up. There will be adults present to monitor and chaperone. A discussion was held regarding the cement at the bottom of the stairs and the lack of railing and lighting. They will have a pad at the bottom of the steps and take care of a railing and adequate lighting for safety on the stairway. Sharon B. made a motion to approve use of the library by the Key Club for their event and Nancy seconded. Approved by unanimous vote.

VI. Building Maintenance/Concerns:
Phone company sent a serviceman to look at the telephone wires on the front corner of the building to remove the ones that are not part of our phone service. The serviceman said all the wires are live and are ours. There are not multiple phones, should not be so many wires. It appeared that the man was not very interested, and the truck was from far away (probably out of state contractor). Trustees and librarian do not feel this was a satisfactory evaluation and Sharon E. is going to call the phone company to request a proper evaluation and removal of phone wires not part of our service.

A check for deposit on smoke alarms will be part of the current warrant. S&S Electric will order the equipment.
Painting is going well, nearing completion. Several of the shutters are in disrepair. Trustees discussed and at this time will not replace any shutters. The painter will do his best with them and place the best in visible spots and will do his best with the bad ones and hang them in the back, less visible areas for now. Will revisit when current projects are completed.

Sharon E. found a phone as she was cleaning and organizing and installed it in the office so that she can make and receive calls from there.

VII. Budget Review:
Reviewed and reconciled town report to library records.
Discussion regarding ways to manage book budget. Some books may be purchased from places such as eBay and Amazon Marketplace at a much lower price than a distributor. Need to have credit/debit card to do this. Will research best way to achieve.

VIII. Policy/Bylaw Review:
Reviewed charges for printing, copying and faxing. A nominal fee increase beginning 11/01/19 was discussed. Sharon B made a motion to approve the increase and Gana seconded. Approved by unanimous vote.

IX. Library Activity:
See Librarian’s report for additional information.

X. Ongoing/Future Goals:
A discussion was held regarding “Go Ask Alice” book club. Sharon E. attended a Book Club Reboot session at a recent conference and has many intriguing ideas. As a first step (with input from book club attendees) the time will change from 5:00 pm to 4:00 pm on the first Thursday of the month. This will get participants home earlier in the winter months when it gets dark earlier and allow for the participation of the librarian as it is during regular library hours.

XI. Other Business:
Trunk or treat and trick or treat were discussed. There is a trunk or treat event on Sunday, October 27th at the Rec Park from 1 – 3pm. Trick or Treat will be Thursday, October 31st from 4 -6pm. The library will host trick or treaters on Halloween as it will already be open and staffed until 5pm. Participation in Trunk or Treat will be declined as that is not a day the library is open and staff and trustees are not readily available at that time.

The library will participate in the annual scarecrow creation contest. Sharon E. hopes to include students from the school in the design and creation.

Awaiting a quote for bookmarks

Cookbooks: the cookbook collection of Theresa Noyes has been donated to the library

Library card applications will be available at the Canaan Schools craft fair and the Volunteer fair.

XII. Adjournment:
The 10/02/19 AWML Trustees meeting adjourned at 7:15 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 11/06/19.
Alice M. Ward Memorial Library Board of Trustees
Minutes
November 6, 2019

I. Open Meeting:
The 11/06/18 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:34 pm by
Chairman Katie Sawicki.

II. Attendees:
Katie Sawicki, Nancy Petro, Sharon Belleville, Shellie Bresnahan, Sharon Ellingwood

III. Approval of Minutes from Previous Meeting:
A motion was made by Shellie and seconded by Sharon to approve the 10/02/18 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:
Water Meter was installed by New England Backflow.
Smoke and carbon monoxide detectors installed by S&S Electric.
Motion sensor light installed on front porch ramp by S&S Electric.
Painting completed by WheePaint. Walk around completed and a "punch list" completed. Due to temps
painting touch ups will be completed in spring 2020.
Window restoration continues with Sally Fishburn. She will be providing a quote to restore the front door
once she has some building code information.
*More details in librarian report.

VII. Budget Review:
Year to date budget was reviewed.
The December 2019 Trustee Meeting will be dedicated to 2020 budget and any essential items that should
not wait for the January 2020 meeting.
VIII. Policy/Bylaw Review:
No policies reviewed. Will focus on policy items after 2020 budget is complete.

IX. Library Activity:
See librarian's report.

X. Ongoing/Future Goals:
Increase teen engagement.
Begin looking at interior upgrades now that the exterior building work is completed. Discussed carpet/flooring, paint and a new circulation desk as primary areas in need of upgrade.

XI. Other Business:
Discussed investigating an alarm system including panic button access for safety.
Pitch group donated winnings to library.
Weeded children's books to be donated to a health clinic that is in an economically depressed community to provide to pediatric patients.

XII. Adjournment:
Meeting adjourned at 6:59 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 12/4/19.
Alice M. Ward Memorial Library Board of Trustees
Minutes
December 4, 2019

I. Open Meeting:
The 12/04/19 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:35 pm by Katie Sawicki.

II. Attendees:
Katie Sawicki, Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Sharon White

III. Approval of Minutes from Previous Meeting:
A motion was made by Shellie and seconded by Nancy to approve the 11/06/19 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:
Detailed estimate on front door repair and restoration received. A call was made to Sally Fishburn for clarification of some of the details. A grant to cover exterior work such as this will be applied for to properly restore the door and side lights. The door has become difficult to open and close properly. Nancy made a motion to repair the door now as per the estimate. Seconded by Sharon B. Approved unanimously.

Windows: there are two more windows in the library and three out back to be restored.

Interior painting was discussed. Estimates being sought.

Furnace needs to be cleaned and inspected. Will be scheduled.

Water pipes are on an exterior wall. Will have someone check to be sure they are adequately insulated.
Snow shoveling was discussed. General shoveling needs to happen earlier in the day as by the time staff arrives the ridge created by the street plowing is frozen creating a hump to enter the sidewalk and ramp. Trustee discussion determined this to be a part of building maintenance that should occur prior to library hours. Seeking a person to come in early before the plowed snow becomes immovable.

Sharon W. contacted the Preservation Trust regarding run off/ice build up at ends of porch. They agreed that it is a safety issue and water deflectors would be acceptable to install. Sharon W. is seeking someone to perform this task ASAP.

VII. Budget Review:
Budget report reviewed and preliminary budget for 2020 was established. Final budget will be prepared at the January 2020 Trustee meeting when final 2019 numbers are available.

VIII. Policy/Bylaw Review:
Use of library policy was discussed- especially regarding if the library would be available for use during closed times. Sharon W. has spoken to the VT Department of Libraries and is gathering information so that a thorough policy is developed.

IX. Library Activity:
See Librarian's report for additional information.

X. Ongoing/Future Goals:
Continued building restoration and improvements.

XI. Other Business:
January meeting will occur the second Wednesday of the month due to holiday.

Executive Session:
A motion was made by Katie and seconded by Sharon to enter executive session at 6:49 pm for the purpose of discussing salaries for 2020. Passed unanimously. Business was completed, and a motion was made by Katie and seconded by Sharon to exit executive session at 7:00 pm. Passed unanimously.

XII. Adjournment:
Meeting was adjourned by Katie at 7:05 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 01/08/2020.