



***Alice M. Ward Memorial Library Board of Trustees
Minutes
December 4, 2017***

I. Open Meeting:

The 12/04/17 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, Katie Sawicki, Sharon Belleville, Craig Varley

III. Approval of Minutes from Previous Meeting:

A motion was made by Sue and seconded by Nancy R. 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:

S&S Electric has completed the electrical work at the library. Invoice not yet received.

Still waiting for window restoration. Slated to begin in early winter.

Three carpenters were asked to give estimates on the stair railing to the second floor. To date none have stopped in to look at the railing.

VII. Budget Review:

Budget was reviewed and discussed. Trustees reviewed budget items that are over the projected budget for 2017 and those that are a larger than expected amount below the projected budget. Discussion was held about the changes needed to the 2018 budget to address those budget categories. While there are items that are over/under projected budget, the overall budget is on target for 2017.

Two years ago some budget categories were combined to try to make the overall budget less cumbersome. Trustees discussed those combined items and feel that a couple of them need to be broken back out to the former format to better clarify expenditures included in the "Library Operations" category.

Craig provided the Trustees with his budget projections for 2018.

Sue emailing Lara Keenan at the VT Dept of Libraries requesting information on salary budgeting for libraries of similar size in the state.

Sue contacting town clerk regarding “set” expenses and what we might expect for the 2018 changes in expense (e.g. sewer and water, insurance, etc.).

Trustees discussed how to better show grant dollars that carry over from one fiscal year to the next as they cannot be considered revenue in the following year, but if not accounted for when expenditures are shown with zero corresponding revenue for the same year it appears as though monies are being spent that are not there.

VIII. Policy/Bylaw Review:

None

IX. Library Activity:

See Librarian’s report

X. Ongoing/Future Goals:

No discussion at this meeting

XI. Other Business:

Discussion was held regarding Library Hours and having later hours available for patrons who work during the day. After discussion Nancy P. made a motion and Katie seconded to change the operating hours beginning in January 2018 as follows. The motion was approved unanimously. The effectiveness of the new hours will be reviewed later in 2018.

Monday: 12 pm – 7 pm

Tuesday: 12 pm - 5 pm

Wednesday: 12 pm – 7 pm

Thursday: 12 pm – 5 pm

Friday: CLOSED

Saturday: 10 am – 2 pm

Discussion was held regarding the Trustee Meeting schedule. Sharon made a motion to change the Trustee Meetings to the first Tuesday of the month at 5:30 pm, excluding March when there will be no Trustee Meeting. Katie seconded the motion and it passed unanimously.

A discussion was held regarding posting Trustee Meeting minutes on the town website rather than the library website so that they would be in the same location as all the other town board/committee meeting minutes for the convenience of the community members in finding all minutes in one location. A motion was made by Sue and seconded by Nancy P to check with the town’s website administrator as to whether a Library Trustee tab could be added to the town’s meeting minutes page on the town website. The motion was passed unanimously.

New employment laws take effect on 01/01/18 in Vermont. One of those laws addressed paid sick leave for town employees (library staff are paid by the town). A motion was made to have the town begin tracking library staff hours beginning 01/01/18 by Sharon and seconded by Nancy R. The motion passed

unanimously. The town clerk will be notified of this decision so that the hours will be tracked for the library staff.

XII. Adjournment:

A motion was made by Nancy P. to adjourn the 12/04/17 AWML Trustees meeting. Meeting adjourned at 7:50 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 01/02/2018.