

Alice M. Ward Memorial Library Board of Trustees
Minutes
February 6, 2017

I. Call to Order

6:30pm

II. Attendees

Sharon Belleville, Susan Gosselin, Katie Sawicki, Nancy Petro, Denise Carrier, Craig Varley

III. Approval of Minutes from Previous Meeting

Sue made a motion to approve the minutes of the previous meeting. Katie seconded. All in favor.

IV. Additions/Deletions to Agenda

V. Building Maintenance/Concerns

-Progress of current work: Pillar should be back for front porch in a couple of weeks. Railing has been installed on front steps.

VI. Budget Review-

-Budget submitted to town on Friday.

-At next meeting will review the Tillotson grant, received vs. spent.

-Per a discussion Craig had with Fairpoint we were on their records as having two phone lines. This had never come up in past phone calls with them (possibly a leftover from the days of an apartment in the building?). The second line is to be removed from the account. We will have a shared line for the fax, the phone will be the 7135 line and fax will be 7136. Fax will have a special ring to initiate the fax machine. Additionally, the internet speed has been increased from 20 to 25mbps. The new cost for phone, internet and fax should be approximately \$110.00. Craig will be discussing credit for the second line charge with them.

VII. Policy/Bylaw Review

Trustees signed the approved *Public Use of Facilities* policy

VIII. Library Activity

Received \$200 grant from state. Money will be used for a “junk music” program.

IX. Ongoing/Future Goals

Applying to the VT Humanities Council for a \$1000 grant to fund an Oral History Program.

X. Other Business

-Paid Time Off: New law states that beginning in 2018 small employers will be required to allow employees to accrue paid time off. Town office is tracking for us this year what accrual would be based on hours worked so that data is available for 2018 budgeting.

-Morning Hours: Some patrons have requested morning hours. Discussed placing a questionnaire on the counter and possibly a Facebook post to assess interest level and what day of the week would garner the highest demand for morning hours.

-March Trustees Meeting: Sharon made a motion that there would be no town meeting in March as Town Meeting falls on our regular meeting day, March 6, and we would be in attendance there. Nancy P. seconded. All in favor. Craig will post a notice to this effect.

XI. Adjournment

6:30pm

Next meeting will be held April 3, 2017 at 5:30pm