

Alice M. Ward Memorial Library Board of Trustees
Minutes for Monday, 10/3/2016

I. Call to Order

Meeting was called to order by Susan Gosselin at 6:30pm

II. Attendees

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

III. Approval of Minutes from Previous Meeting

Sharon made a motion to approve the minutes of the previous meeting. Sue seconded the motion. All approved.

IV. Additions/Deletions to Agenda

Librarian Contract- A contract for the period of 10/1/16 through 12/31/16 was reviewed by the trustees and the librarian and signed. Per discussion at the June meeting there was to be an evaluation at this time. It was decided that the evaluation would be delayed until the end of the year because Craig had been away for one month of the three month period and the board has added three new trustees who have not had sufficient time to become familiar with the library personnel and operations.

V. Building Maintenance/Concerns

Grants/town appropriations: Money for projects- The trustees reviewed what is now available for funds for the planned renovation projects. The library has received a grant of \$50,000 from the VT Preservation Trust, \$15,000 approved at town meeting in March, and \$20,000 recently awarded by the Tillotson Foundation. In addition, there is a remainder of \$3,431 from previous renovation monies. These funds place the library in a very good position to complete most if not all of the needed renovations and repairs to our building.

Project manager- Awaiting response from a contractor

Chris Mailloux & Brian Dorman- to begin mid-October Sue will call Chris to verify project start date. Craig will call DigSafe to have them come and mark utilities.

VI. Budget Review

YTD Budget review

Budget, accounting forms were reviewed. There were a couple of questions on debits that Sue will clarify with the town office. It was decided we will continue to review and plan for the next two meetings. The January meeting will be dedicated to the finalization of the 2017 budget.

VII. Policy/Bylaw Review

Use of Facilities Policy- Policy was reviewed. For the most part the policy will remain as written. Discussion was held about allowing use of the library for business purposes (eg. A “home sales” type of party such as Scentsy or use of space to meet with a client). Prior to making a final decision the VT Library Law will be reviewed. The policy references an application for use. It was decided that it would be a good idea to have such an application. Craig is going to research what other libraries use.

VIII. Library Activity

-Librarian report (see the Librarian Report for previous month’s activity)

-On Halloween the library is hosting a Halloween party from 6 – 7:30pm that will include a costume contest, games and stories.

-Craig is collaborating with the school librarian on a project where 3 -6 grades write spooky stories. There will be a reading on the 27th and parents will be invited.

IX. Ongoing/Future Goals

Patron Survey- 3 surveys returned online. The board discussed ways to get a higher return including making paper copies available at the Heart and Soul meeting and at the library desk. Craig also mentioned that he could collaborate with the school librarian to facilitate having students complete the survey.

X. Other Business

Thankyou cards were signed by the trustees for Paul Cote, Tim Noyes and Steve Noyes to express appreciation for recent time and work performed for the library clearing brush and weeds around the building and cleaning out the basement.

Oculus or PayPal Account for Virtual Reality system- Craig would like to purchase more software for the VR system. Oculus only accepts PayPal or a credit card. To create a PayPal account requires linkage to either a credit card or bank account- not a viable option. Nancy P. made a motion to withdraw \$300 from the appropriate library funds and purchase a prepaid credit card for the purpose of ordering software and making direct payment. Katie seconded the motion and all approved.

Trustee training- The VT Library Association is in the process of hiring. When they have staff available a trustee training will be scheduled.

Kitchen- Sharon brought up the need for dishes to be washed immediately after use and trash taken care of to deter attracting rodents.

Pest Control- Three mice have been caught in traps. Sue talked to Presidential Pest Control. They advised that for that amount paying them to come would be overkill. If the rodents become a bigger issue we will revisit having Presidential come.

XI. Adjournment

Meeting was adjourned at 7:00pm. The next meeting will be 11/7/16 at 5:30pm.