

Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, December 15, 2016 at 7:00 PM
5181 Rte. 5 Ascutney, VT
Approved: January 19, 2017

Attendance Trustees: Chair-Rick Bates, Vice Chair-Cindy Osgood, Secretary-Anne Parent, Nancy Nutile-McMenemy (absent), Ernie Shand
Library Director (LD)-Mark Richardson; Fundraising Committee: Cookie Shand

I. Call Trustee Meeting to Order-7:11 p.m

- a. Corrections and additions to the Agenda
Corrections-Date changed to December 15, 2016; Additions- Old Business:
Fundraising Committee Report and New Addition (Heat Pump)
- b. Comments from the Public-None
- c. Approval of minutes of November 17, 2016 - We missed this, complete at
January meeting.

II. Library Director's Report (see attached)-Mark reported November attendance.
LD Mark is working on library & Friends of the library town reports due by
December 22, 2016. Upcoming events: December 17th 40th anniversary for the
friends & December 21st - Santa & story at 7 pm.

III. Old Business

- a. Fundraising Committee report (see attached)-Cookie reported that a balance
of \$69,260.39. Donor letters are being prepared & mail merge is complete!
Envelopes to be hand-addressed & signature by Chair Roderick Bates. Next
meeting is scheduled for 01/11/2017 to start planning Town Challenge.
- b. Report of Vermont Trustees & Friends Meeting in Stowe on 11/12/2016
(see attached) - Cookie & Mavis Shand attended and the overall topic was
Making Libraries Sustainable. Many great take -aways including advice for
website content and forming a bank of local speakers.
- c. Christian CD - Christian CD maturation is 12/27/2016. We are not aware of
any restrictions on the use of this money after research conducted by Chair
Roderick Bates. Anne made a motion to release Christian CD funds to the
Fundraising Account earmarked for expansion. Cindy seconded the motion.
All voted in favor and motion was passed. Anne to send minutes to Steve
Hier to transfer the funds.
- d. Annual Policy Statement Review -Cindy has made edits and will send to
Anne and LD Mark to make any additional changes to then have a working
document for the next Board Meeting. Working copy should incorporate the
new Gaming Policy & the creation of a table of contents. CO to send to LD
Mark in Word. Hold for next meeting

- e. New Addition (see attached) Ernie reported that Ralph the architect would like to quote on a heat pump system for us to compare with Green Mountain Power. We would also like to have a quote for a more efficient furnace system. We would also like to investigate grant options for energy costs.

IV. New Business

- a. None

V. Sign Warrants

Payroll \$2,669.80 Operating \$1,189.94

VI. Other Business -none

Adjourn Anne made a motion to adjourn at 8:28 p.m., Cindy seconded and all voted in favor.

For Next Meeting:

Annual Policy Review

Update on Potential New Addition

Staffing Update- Review of Youth Librarian Job Description

Paperwork needed for Town Meeting Votes?

Important Dates:

December 21 - Santa & Story!!

Submitted by Anne Parent
WPL Board of Trustee Secretary December 19, 2016