

**Weathersfield Proctor Library Trustees
Meeting Minutes
Wednesday, January 31, 2018 at 7:00 PM
5181 Rte. 5 Ascutney, VT
Approved: February 15, 2018**

Attendance Trustees: Chair-Rick Bates, Vice Chair-Cindy Osgood,
Secretary-Anne Parent, Mavis Shand
Library Director (LD)-Mark Richardson; Fundraising Committee: Cookie Shand
(absent)
Board Liaison for Construction Project: Ernie Shand

I. Call Trustee Meeting to Order-7:02 p.m

- a. Corrections and additions to the Agenda - Mavis made motion to add tour of construction and proposal for change order to agenda. Cindy seconded and all in favor. Item was placed as III. Other Business a. Tour of construction and proposal for change order.
- b. Approval of Minutes:
 - i. Approval of January 18, 2018 minutes: Table until next meeting.
- c. Comments from the Public - See III. Other Business a. Tour of construction and proposal for change order.

II. New Business:

- a. Planning for SAPA presentation: LD Mark provided updated statistics and relayed that 52 patrons had visited just today! Chair Rick and Mavis plan to present the during the SAPA round table taping on Thursday, February 8th at 5 pm. Focus of presentation will be to relay the Trustees vision of the library and how increasing the Library Director's schedule to 40 hours a week supports that vision. Points of clarification to make: Library Director does, in fact, receive the same benefits package as Town of Weathersfield employees. The Town Manager was, in fact, invited to the Trustee meeting on December 11, 2017 as a guest of the Trustees. Points regarding the increase of hours to make: the increase of hours will allow the library to expand hours (proposed schedule expansion may include adding 7 hours per week- later hours on Saturday and earlier hours on Thursday and Friday.) LD Mark and his staff have identified these time pockets as when some patrons are not able to get to the library when their schedule allows. Library staff are excited at the possibility to better serve what the Town residents need. The Trustees would like to shift from being a library director stepping stone to a place where the Library Director has the ability to make a living and put down roots. This Board of Trustees, including those who have moved off in the last year, has seen the facility has seen to the facility receiving major positive upgrades, including the construction of an ADA bathroom and now the construction of a children's room. The Trustees now have the responsibility to match the staffing to the facility and increasing to 40 hours is the next step.

- b. LD Job Description- At first review the description appears to serve the position. Increasing hours to 40 would allow the Library Director to achieve more of what is currently stated. Trustees to continue review at regular monthly meeting.

III. Other Business

- a. Tour of Construction and Proposal for Change Order: Ernie led the Trustees around the construction in the basement. There is a problem with the placement of the ADA bathroom's septic outflow pipe, it is basically in the way of where the door will be. The pipe will be moved and trenched in front of the furnace room. In addition, the cold air return pipe is parallel to where the hallway will be between the "office" space and the furnace room. Mavis made motion to approve the move of the sewer pipe and cold air return pipe as the architect & contractor proposed to Ernie on 1/31/2018 not to exceed \$2,000. Cindy seconded and discussion followed. Trustees agreed that moving the cold air return pipe to the furnace room would allow for more room and seems to be the best use of space. Further clarity is needed regarding drywall & ceiling finishing for the office space. Ernie to ask about it at next Wednesday's meeting. Chair Rick called for a vote on the motion and all voted in favor.

- IV. **Adjourn** Anne made a motion to adjourn at 9:04 p.m., Cindy seconded and all voted in favor.

For Next Meeting:

Review & Revision of WPL employee job descriptions

Update on New Addition

Budgeting for FY 2019 - Next Steps/update from SAPA Presentation

For Future Meetings:

Update on Town of Weathersfield Library Web page

Review of Trustee By-laws

Update The Greenbush Arts: At the Crossroads of Innovation event

Important Dates:

February 15, 2018 - Monthly Trustee Meeting @ 7:00 PM

March 3, 2018 - Town Meeting Day

March 10, 2018 - Town Trivia Challenge @ 7:00 PM @ Weathersfield School

March 17, 2017 - Professor Vincent Feeney @ 3:00 PM @ WPL

May 18, 2018 - Vermont Library Association Meeting

Spring 2018 - Greenbush Art Event

WPL Board of Trustee Secretary February 3, 2018