

Weathersfield Proctor Library Trustees
Meeting Minutes
Thursday, October 18, 2018 at 7:00 PM
5181 Rte. 5 Ascutney, VT
Approved: November 15, 2018

Attendance Trustees: Chair-Rick Bates, Vice Chair-Cindy Osgood,
Secretary-Anne Parent, Mavis Shand, Rika Henderson
Library Director (LD)-Mark Richardson; Fundraising Committee: Cookie Shand
(absent)
Board Liaison for Construction Project: Ernie Shand (absent)
Public: Weathersfield Town Manager- Ed Norris, Weathersfield Finance
Director - Darlene Kelly

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

- a. Approval of Minutes:
 - i. Approval of September 20, 2018 minutes: Mavis voted to approve the minutes of September 20, 2018. Cindy seconded and discussion followed. Minutes to be amended to reflect that Chair Rick will be writing a newsletter article for the Friends of Proctor Library and not the Historical Society as initially noted. All voted in favor.
 - ii. Approval of August 16, 2018 minutes: Cindy voted to approve the minutes of August 16, 2018. Anne seconded and Chair Rick cast one vote in favor to achieve quorum of trustees at August 16, 2018 meeting. Motion carried.
- b. Review and Motion to Approve Warrants: Cindy made motion to approve WPL expenditures dated October 18, 2018. Anne seconded and all voted in favor. Payroll: \$3,678.44, Operational: \$3,313.79

II. Library Director's Report: (see attachments) LD Mark reported on Library attendance and in September 2018 291 patrons were counted! Community groups are actively using the space. Youth Librarian Glenna attended a cataloging class. Cross-Training with Assistant Librarian is in process. The Vermont Librarian Association visited the library and good feedback on our many initiatives was received. Chair Rick to email Dave from All Seasons to check on process of the Certificate of Occupancy (needed to pay final payment.) Chair Rick to ask Darlene Kelly for the balance of the combination of the Fundraising/Expansion Fund.

III. New Business:

- a. Ed Norris, Darlene Kelley: FY 2020 budget conversation. LD Mark introduced a proposed FY 2020 budget. Scenarios were provided for 2% increase, 4% increase and 7% increases. Town Manager Ed related that the Town has a goal of 4 or 5% increases. Trustees reviewed and discussed the scenarios. LD Mark relayed that he has a goal of opening

the library for an additional day (potentially Tuesdays.) Additional goal of replacing the computers as the current setup does not serve patrons LD Mark provided a quote from CCI Managed Services for this purpose. Trustees reviewed.

Rika made motion to ask the Selectboard to release up to \$3,800 to update the computer system and infrastructure from the reserves fund at the November 5, 2018 Selectboard Meeting. Cindy seconded and all voted in favor.

Anne made motion to approve the release of \$2,200 from the Katherine Chapman Fund to purchase only print media. Mavis seconded and all voted in favor.

Budget to be revisited next board meeting. Town Manager Ed thanked the Trustees for the relationship that exists. It is nice to work together to do positive things for the community.

- b. Water Heater: Water heater has fried out. Seems that the coils on the bottom have gone out. Rika to research on-demand water heating system and report out at next meeting.
- c. Parking Lot: Trustees to get quote to have the parking lot drained and paved. Potential to have project expensed out of Reserve Fund. Also potential to investigate the Building Community Grant for the parking lot.
- d. Repurposing old portion of basement: Ld Mark took Trustees on a tour of the basement. Sally has a dedicated space as do the snowshoes to be cataloged. LD Mark to set up space with metal shelving with space for Friends, Trustees, etc. Future ideas to include coating the walls, finishing the floor, etc.

IV. Old Business: None

V. Other Business: None

VI. Adjourn Anne made a motion to adjourn at 8:42 p.m., Rika seconded and all voted in favor.

For Next Meeting:

Update on Seed Collection Library
FY 2020 Budget Work
Town Report Work

For Future Meetings:

Fundraising Committee Recruitment
Fundraising Committee Goals
Update on Town of Weathersfield Library Web page

Update The Greenbush Arts: At the Crossroads of Innovation event

Important Dates:

October 24, 2018 - Dedicating the Children's Collection

October 27, 2018 - Trunk or Treat at Hoisington Field

November 4, 2018 - Tom Fontaine presentation @ 2pm

November 7, 2018 - Friends of Proctor Library Meeting @ 7 pm

November 9, 2018 - LD Mark to attend Fall Public Library Directors' and Leaders' Summit @ Barre, VT 9:30-4:30

November 10, 2018 - Jane Radocchia will host a program of "Practical Geometry in Historic Architecture."

November 15, 2018 - Next Board of Trustees Meeting

Fall 2019 - Greenbush Art Event

Submitted by Anne Parent
WPL Board of Trustees Secretary October 23, 2018

