

**Weathersfield Proctor Library Trustees Meeting Minutes**

**Thursday, March 21, 2019 at 7:00 PM**

**5181 Rte. 5 Ascutney, VT**

**Approved: May 16, 2019**

Attendance Trustees: Chair-Mavis Shand (absent, consulted via phone during nomination of officers), Vice Chair-Cindy Osgood, Secretary-Anne Parent, Rick Bates Rika Henderson Library Director (LD)-Mark Richardson

1. Call Trustee Meeting to Order-7:04 p.m - Rika made motion to nominate Weathersfield Proctor Library Trustee Officers for 1 year: Mavis Shand - Chair, Cindy Osgood - Vice Chair, Anne Parent - Secretary. Rick seconded and all voted in favor.
2. Consent Calendar - *The consent calendar consists of items that are considered to be routine in nature and will be enacted in the form of one motion. Any item can be removed from the consent calendar and heard in its regular order at the request of any Library Trustee or Citizen.*
  - a. Approval of February 21, 2019 minutes: Rick voted to approve the minutes of February 21, 2019. Rika seconded and all voted in favor.
  - b. Review and Motion to Approve Warrants: Rick made motion to approve WPL expenditures dated March 22, 2019. Cindy seconded and all voted in favor. Payroll: \$3,901.36, Operational: \$4,746.90.
3. Steve Hier: The Trustees welcomed Steve Hier (Town Treasurer). Mr. Hier provided Trustees with an overview of accounting for the library and specifically the gift bestowed by Jane Bowne. A library endowment fund has been established and consists of unrestricted money. If the library receives future gift that are restricted for a purpose by the donor, the restricted gift will be put into the Library Endowment Fund and the amount will be subject to the respective restrictions/rules. An exception to this rule is the Chapman Fund, which is handled by the Trustees of Public Funds. An idea for the future is to initiate an Endowment Campaign to put money into the Endowment Fund. If the Fundraising Committee puts on events for this purpose, it needs to be clear that is where the money raised will be going. Mr. Hier suggested that as the Endowment Fund increases that the Trustees meet with a Wealth Management professional to see when it might make sense to change investment strategies.

Mr. Hier provided an overview to accounting changes that the Town is implementing in accordance with the Governmental Accounting Standards Board (GASB). The Library will now be considered a Department of the General Fund and this is a change. Account numbers will change. The library money and the general fund money will be mingled but the Town Manager cannot control library money. The Trustees control library money. Mr. Hier also discussed the idea of a Board Treasurer. This individual would be an appointed position to sign warrants. Trustees to review bylaws to see what amendments/changes may need to be made.

- a. Rick made a motion to authorize Cindy to sign for invoices to be paid with Rika as back-up. Anne seconded and discussion followed. Cindy will plan to pop into the town office at least once every other week to sign. All voted in favor.
4. Comments from Citizens on Topics not on Agenda - None
5. Library Director's Report: LD Mark reports FY20 attendance (attached) through February 28 at 4,257! The Youth Librarian's report was read (attached) and highlights include a steady Library Story Time audience, collaboration on the April 13, 2019 Easter Egg Hunt and participation in her first Town Challenge. LD Mark reported that Article 2 (attached) passed with a floor vote on March 2, 2019. Fondue Night was very fun and LD Mark would like to make this an annual event. Vincent Feeney's: A Terrible Beauty was the first presentation with the new set up and it worked well. LD Mark to purchase membership to The Association for Rural & Small Libraries (ASRL) and he and Judy are planning to attend the annual conference (this year in Burlington, Vermont.) The Weathersfield Town Challenge is scheduled for Saturday, March 23 and 10 teams are signed up! LD Mark and Trustees to brainstorm and work on Fundraising Event Policies, ideas may include, Cooking Demos, Concerts, etc.
6. Town Challenge: Weathersfield Town Challenge: Scheduled for March 23, 2019 at 7pm. The line-up for Library Team: Rika, Barbara, Glenna Coleman and Rick.
7. April Art Exhibit Pat Waite: Event is scheduled for Friday, April 26, 2019. Time TBD. Discussion followed about display panels (see #9. Library Furniture.)
8. WiFi Garden: Trustees to start visioning for a fenced area with garden(s). Potential to work in a pollinator garden.
9. Library Furniture: LD Mark relayed the need for display panels for the Pat Waite April Art Exhibit and future events. Anne made a motion to authorize the purchase of 3 display panels not to exceed \$1,300 out of the Library Endowment Fund. Rick seconded and

discussion followed. Trustees reviewed the Demco catalog and LD Mark selected display panels upon recommendations with Trustees. All voted in favor.

10. Computer infrastructure update: Installation is nearing completion. Laptops are loved and there is much excitement.
11. Back parking lot update: Initial quote to repair back parking lot is \$20,000. Waiting for information from VT Trans to learn about all opportunities for the front regarding parking.
12. Seed Library update: Rika reported that the project is moving along and a draft informational flyer is started. Plans are underway to launch the seed lending library at a Saturday event (Seedy Saturday). Rika will consider reaching out to seed companies to obtain additional seeds to round out the collection.
13. Adjourn: Rick made a motion to adjourn at 9:31 p.m., Anne seconded and all voted in favor.

For Future Meetings:

- WPL Policy re: children and access to wifi
- Transitional Return to Work Policy discussion
- Security Plan
- Plan for Approving Time-Sensitive Bills
- Fundraising Committee Recruitment
- Fundraising Committee Goals
- Update on Town of Weathersfield Library Web page
- Update The Greenbush Arts: At the Crossroads of Innovation event

Submitted by Anne Parent WPL  
Board of Trustees Secretary  
March 26, 2019