

Weathersfield Proctor Library Trustees Meeting Minutes
Thursday, March 21, 2019 at 7:00 PM
5181 Rte. 5 Ascutney, VT

Approved:

Attendance Trustees: Chair-Mavis Shand, 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
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 minutes:
 - i. Rick voted to approve the minutes of April 18, 2019. Cindy seconded and Rick, Cindy and Mavis voted in favor (Mavis voted to achieve quorum for those present for the April 18, 2019 meeting.
 - ii. Rick voted to approve the minutes of March 21, 2019. Anne seconded and all voted in favor.
 - b. Review and Motion to Approve Warrants: Rick made motion to approve WPL expenditures dated May 16, 2019. Cindy seconded and all voted in favor. Payroll: \$2,934.42 (Check dates 04/18/2019, 04/25/2019, 05/02/2019); \$1,933.92 (Check dates 05/09/2019, 05/16/2019), Operational: \$324.62 (Check date 05/06/2019); \$2,020.67 (Check date 05/15/2019).
3. Comments from Citizens on Topics not on Agenda - None
4. Library Director's Report: LD Mark reports FY20 attendance (attached) through April 30 at 5,532! The Youth Librarian's report was read (attached). LD Mark reported that WPL received checks from Chroma for as part of their employee volunteer program. Chair Mavis read a letter from Pat Waite. Ms. Waite noted the display frames and that the library looks quite handsome. It was a delight to have her display her art. LD Mark reported that Bob Topolski is the new Friends of Proctor Library President and he plans to attend a conference soon. Social media continues to be a good advertising tool for the library. Chair Mavis and LD Mark reported out on a meeting with the town finance

director and shared documents that indicate a projected FY2020 spending of 95% of the approved budget. LD Mark took Trustees on a walk to discuss parking brainstorm. The front is not an option due to an existing crosswalk. Ideas are to investigate parking to the street side.

OLD BUSINESS

- a. WIFI Garden: Garden location to be informed by options for parking lot revamp. More planning to come.
- b. Seed Library Update: Rika reported that an orientation to the seed library will be happening Wednesday, May 22, 2019 @ 6:30 pm. Exciting to have this program at the library!
- c. Security Plan update: Chair Mavis and Rick are reading Library Security book and will be reporting out to Trustees at an upcoming meeting.
- d. Technology Plan: Technology improvements continue to move in the right direction. LD Mark is looking forward to having real time budget data available at the start of the next fiscal year.

New Business

- e. Inter-Library project (Rick Bates): Rick shared an idea to pull together a collection of plays and/or readings about small towns and to connect with other area libraries to then tour the performances around. Rick received a positive response to his idea and will be updating the Trustees as he has more in place.
 - f. Friends of the Library and the website: Rick moved to establish a separate page hosted on the WPL website for the Friends of Proctor Library. Cindy seconded and all voted in favor.
5. Adjourn: Rick made motion to adjourn at 8:44 pm and Anne seconded. All voted in favor.

Important Dates to Remember:

- Saturday, June 15, 2019: Book and Bake Sale
- Wednesday, July 17, 2019 @ 6:30 pm: Under the Sky Dome with Michael Caduto
- Saturday, July 27, 2019: Summer Evening with Friends

For Future Meetings:

- WPL Policy re: children and access to wifi
- Transitional Return to Work Policy discussion
- Security Plan
- Fundraising Committee Recruitment
- Fundraising Committee Goals
- Update The Greenbush Arts: At the Crossroads of Innovation event

Submitted by Anne Parent WPL
Board of Trustees Secretary
May 19, 2019