

Trustee Agenda
Weathersfield Proctor Library
5181 Route 5, Ascutney, VT 05030
Thursday, November 21st, 2019
7:00 P.M.
REGULAR MEETING

Present: Mavis Shand, Cindy Osgood, Rick Bates, Rika Henderson, LD Mark Richardson

1. Call to Order: 7:06 PM
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. Review Minutes from Previous Meeting(s): Motion to accept: Cindy, Second: Rick, Approved: unanimous
 - b. Approve Warrant: Move to approve: Rick, Second: Cindy, Approved: unanimous

3. Comments from citizens on topics not on the agenda:

LD Mark: There's been positive feedback from the local daycare facilities in town about having Glenna come to read. Currently the daycares are paying for use of the Springfield library. In December Glenna will return to 3 daycares (which is as many as we can afford right now).

4. Library Director's Report

Trustees went into brief executive session to discuss developing job descriptions for existing personnel.

OLD BUSINESS

- a. Security Plan update (With update from Department of Libraries and sample policy): Trustees will review the hand-out, and LD Mark will write it up.
- b. Town Report: Mark gave us his write-up to review. Mavis will write the Trustees Report. The Friends have drafted their report, which Rick will review and polish.
- c. Reading Library visit (lift/elevator discussion): It was noted that Reading had to excavate to accommodate their lift.; we will have to go through the roof to get enough headroom. We'll also have to add a stairway (since the lift is handicap access only) and electrical service. This will require grant monies; Mavis will contact VT Preservation organization.
- d. Budget: LD Mark should be at Grade 8, Step A according to Darlene. The entire library staff is currently on the wrong steps. Mark is focusing on job descriptions to explain what staff actually have to do and their skills.

- e. Financials: see attached
- f. Director's Insurance: The Town offers 2 plans and will front-load \$4,000 for Mark's Health Savings Account because all the deductibles happen at the beginning of the year. The Town pays 91% of the premium.

New Business

- g. Vermont One Card (Upper Valley) Director's Meeting: One Card allows you to use any of the member libraries, and Mark is securing that membership for us. He also noted that all the libraries have construction projects in the works, are dealing with security concerns and policies, as well as things like elevators.
 - h. Holiday closing: Judy and Glenna will get Thanksgiving Wednesday and Thursday as paid holidays; Mark will away the the entire week off. For Christmas, the library will be closed December 26. Rika moved and Rick seconded that December 26 be a paid staff holiday.
 - i. Keyholder Policy (Library re-keying): Mark wrote up Building Access Policies and Procedures, adapted from multiple libraries. Motion to approve: Cindy; Second: Rick; Approved: Unanimous. Keys will be given to LD Mark and our 2 staff, the Chair of the Trustees, the Town, Police and Fire, and the cleaning person.
 - j. Genealogical Collection development plan: The Chapman Fund has \$5,688 left. Mark has earmarked \$3,000 to purchase 2 books of local genealogy from a genealogy society, and will go to Boston to ask them for guidance rounding out our collection within that amount. It was noted that we want to be sure to include indigenous forebears as well.
 - k. Circulation desk: Bob Holtorf's drawing and proposal would cost \$6,000. We currently have a balance of \$3,538. Raising the remaining \$2,500 could be a fundraising project.
 - l. Job description: Library Director: to be reviewed at our next meeting.
5. Adjourn: 9:26 PM
6. Next Meeting: December 19

Respectfully submitted,
Rika Henderson