

**Weathersfield Proctor Library Trustees Meeting Minutes**  
**Thursday, December 19, 2019 at 7:00 PM**  
**5181 Rte. 5 Ascutney, VT**

**Approved:**

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

1. Call Trustee Meeting to Order-7:05 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: Tabled until next meeting
  - b. Review and Motion to Approve Warrants: Rick made motion to approve WPL expenditures dated December 4, 2019 & December 19, 2019. Rika seconded and all voted in favor. Payroll: \$4,025.76 (Check dates 11/27/2019; 12/05/2019; 12/12/2019; 12/19/2019; Operational: \$780.37 (Check dates 11/26/2019; 12/11/2019).
3. Comments from Citizens on Topics not on the Agenda - Trustees welcomed Cookie Shand. Cookie relayed that she and Rika had been in contact with Julie Reeves regarding Village Harmony. They are a group of singers focused on world music. Trustees to consider participating in the support of a summer event (tentatively July 2, 2020.) There are details to be worked through and Rika will be liaison.
4. Library Director's Report: LD Mark reports FY20 attendance (attached) through November 30 at 2231. The Youth Librarian's report was read (attached) and that she has recently applied for the Vermont Public Library Certificate. LD Mark reported that he completed the Nanowrimo! Well done! He is working with the plumber to obtain a quote on replacing/moving the hot water heater. Upcoming library programs include Santa's visit (arriving by fire truck- thank you Ascutney Fire Dept,) Patti Arrison's Shakespeare group in late winter or spring and working on the annual state stats in January.

OLD BUSINESS

- a. Town Report: Library reports for the Town Report were submitted on schedule.
- b. Budget: Trustees reviewed draft FY 2021 budget.
  - Anne made a motion to assign the role of substitute chair to Rick for the portion of the meeting where Chair and Vice Chair were both absent. Rika seconded. Mavis relayed that she needed to leave the meeting as she was not able to participate via phone any longer. All voted in favor. Rick assumed role of Chair at 7:52 pm.
- c. Financials: Updated financials were not provided in time for the Trustee Meeting.
- d. Knox Box: Trustees took a field trip to front entrance to view the Knox Box. A town fireman showed LD Mark where it was and how it functions. An updated key was placed inside.
- e. Genealogical collection update: The Trustees of Public Funds approved the \$3,000 approved by the WPL Trustees to purchase genealogical resources.
- f. Circulation update: The Friends of Proctor Library have approved \$600 to go toward the new circulation desk. Trustees to revisit the desk funding at the January 2020 meeting.

#### New Business

- g. Brainstorming 120-year library celebration: Weathersfield Proctor Library will be celebrating its 120 year birthday in 2022! Trustees discussed how to make the year a celebration and will keep on meeting agendas to continue planning.
- h. Policy update: Library job descriptions: Anne made a motion to approve new job descriptions as presented. Rika seconded and all voted in favor. Rick cast one vote in favor to make quorum. LD Mark to provide to Cindy to add to policy document.
- i. Trustees up for election: Mavis is up for reelection.
- j. Budget presentation to Selectboard: Mavis and Rick to attend January 6, 2020 Selectboard Meeting to present budget.
- k. Acknowledgements: Rika made motion to authorize LD Mark to spend up to \$200 to create a plaque on which we honor long time library supporters/superstars. Anne seconded and all voted in favor. Rick cast one vote in favor to make quorum.

5. Adjourn: Anne made a motion to adjourn at 8:50 pm and Rika seconded. All voted in favor and Rick voted in favor to make quorum.

Submitted by Anne Parent WPL  
Board of Trustees Secretary  
December 23, 2019