

Weathersfield Proctor Library Trustees Meeting Minutes
Thursday, March 17, 2022 at 7:00 PM
5181 Rte. 5 Ascutney, VT
Approved: April 21, 2022

Attendance Trustees: Chair-Mavis Ellingwood/Rick Bates, Vice
Chair-Rika Henderson, Secretary-Anne Parent, John Waite
Guests: Cookie Shand
Library Director (LD)-Mark Richardson

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

- II. 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. Rick made a motion to approve WPL expenditures dated March 17, 2022 subject to each Trustee's review and signature. John seconded and all voted in favor.
 - B. John made a motion to approve the minutes from 02/24/2022. Rika seconded and all eligible to vote, voted in favor. Rick was not elected as a Board Trustee until March 1 and not eligible to vote for the 02/24/2022 minutes.

- III. Greet New Board Members: Election of Officers: Chair, Vice-Chair, Secretary: The Trustees offered a warm welcome back to the Board! John made a motion to accept officer nominations as suggested by Mavis: Chair- Rick Bates, Vice Chair - Rika Henderson, Secretary - Anne Parent. Rika seconded and all voted in favor.

- IV. New Chair to review committee assignments (By-Law, Contract/Policy, Long-term Plan, History Display): Rika made a motion to approve the Trustee committee assignments as follows: By-Laws (Chair Rick and LD Mark), Contract/Policy (Anne and Mavis), Long-term Plan (John and LD Mark), History Display (Rika and Mavis). Anne seconded and all voted in favor.

- V. Comments from Citizens on Topics not on the Agenda: None. Cookie reported on Fundraising Committee Plans for Summer (See New Business b.)

- VI. Library Director's Report: LD Mark shared that February library attendance was 259. This includes the very welcome additions of the Monday Scrabble club and Tuesday Tax

services. LD Mark is hopeful both groups will continue. Trustees congratulate Glenna on receiving confirmation of her Certificate of Public Librarianship from the Vermont Department of Libraries. This is a huge benefit to the Weathersfield Proctor Library and the Trustees look forward to celebrating with Glenna soon. LD Mark is excited to offer the Precision Museum's pass to patrons - lots of amazing exhibits to share! LD Mark also went through Glenna's Youth Librarian's report (attached.)

VII. NEW BUSINESS

- a. Mask Mandate (impact on WPL hours of operation) (GoToMeeting contract expiration)-John made a motion for the Weathersfield Board of Trustees to rescind all pandemic related policies to bring the library into accordance with the current pandemic policies set forth by the governor of Vermont. Mavis seconded and all voted in favor.
- b. Fundraising Committee Plans for Summer- Fundraising Committee member Cookie (very nice to have Cookie attend our meeting!) reported on plans for the Summer Evening with Friends and the Weathersfield Center Meeting House. Trustees support the event following the same format as year's past in terms of timing, live music, appetizers, beverages and a silent auction. Trustees authorize the Fundraising Committee to reserve the Weathersfield Center Meeting House for Saturday, July 30 or Saturday, July 23. John made a motion to allot up to \$1,500 out of the Fundraising account to secure a band for the Summer Evening with Friends. Anne seconded and all voted in favor.
- c. Town Manager's ARPA Walk-Thru (Scheduled for 30 March 2022): LD Mark relayed that the revised date for the Town Manager's ARPA walk-thru will be Thursday, March 31. The Town Manager will walk through the library to complete an audit of potential allowable expenses for ARPA funding. LD Mark reviewed the checklist that the Town Manager will be using during the walk through. LD Mark clarified that the funding may not be used for construction. LD Mark and Trustees are hopeful the funding may assist in upgrades to the roof, historical front entry, furnace, lighting, windows, foundation, parking lot drainage, etc.

VIII. Old Business

- A. ARPA Orders (CCI) - LD Mark provided an update on the procurement of the high end scanner via ARPA funding. CCI, the library's IT vendor, has been able to assist in the procurement.
- B. Architect update (Contract mailed): LD Mark reported that the signed contract was sent to the architect.
- C. Vote on LD contract addendum in re: vacation/sick-time annual accumulation: Mavis made a motion to accept an addendum to section 6.1 of the Library

Director Contract as follows: "6.1 The director will receive 150 hours of paid vacation given annually in January. In any year, up to one (1) week of unused vacation can be taken as pay. No more than forty (40) hours of previously awarded but unused vacation time may be carried over to the next year. Any additional previously awarded or unused vacation time will be forfeited." Rika seconded and discussion followed. Trustees to consider changes to the existing library director contract template each time a new director is hired. Chair Rick called for the vote and all voted in favor.

- IX. Adjourn: Rika made a motion to end the meeting at 8:37 pm. John seconded the motion. All voted in favor.

Submitted by Anne Parent
WPL Board of Trustees Secretary
March 21, 2022