

Weathersfield Proctor Library Trustees Meeting Minutes

Thursday, September 19, 2024 at 7:00 PM

5181 Rte. 5 Ascutney, VT

Approved: October 17, 2024

Attendance Trustees: Chair-Mavis Ellingwood, Vice Chair-John Waite ,

Secretary-Anne Parent, Alicia Jenks, Rick Bates Director (LD)-Mark

Richardson

Guest: Ernie Shand

Call Trustee Meeting to Order-7:04 p.m

- I. 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). Shall the trustees approve the meeting minutes for the August 15, 2024 meeting? Rick made a motion to approve the minutes from the August 15, 2024 meeting. John seconded and all voted in favor.
- B. Rick made a motion to approve WPL expenditures dated 09/19/2024 subject to each Trustee's review and signature. John seconded. All voted in favor.

II. Comments from Citizens on Topics not on the Agenda: None

III. New Business

- A. Library Director's Report: LD Mark reported that someone stepped through one of the septic covers. A replacement is being sourced for the broken one and also the older covers. Judy & Glenna would like to treat the Trustees to retro snacks at a future meeting. Trustees say "yes, please!" LD Mark had a great day in Boston and even filmed in a rare book room. He will be doing more travel to conferences, events, etc in the coming year. It is exciting to venture out professionally! LD Mark went through the Funds Report through 08.31.2024. Total balances are \$83,101.36.
- B. Director's Compensation Review: Chair Mavis relayed that LD Mark's evaluation was conducted and completed. She shared a June 13, 2024 letter from Town Manager, Brandon Gulnick. The letter outlined a possible route to the desired

annual salary for the Weathersfield Proctor Library Director. This figure is based on an average salary for a full-time public librarian in the State of Vermont with the educational credentials that our Library Director holds. The finance mechanism outlined would accomplish the Chair's goal of compensating the Library Director's salary to \$70K over the next three (3) years.

1. Rick made a motion to accept the salary schedule as presented in the June 13, 2024 letter to the Library Board of Trustees specific to the 12/31/2024 performance evaluation increase. Anne seconded and all voted in favor.

Trustees to review performance evaluation and process in future meetings.

- C. Initial budget meeting with Town Manager: LD Mark and Town Manager Brandon met for their initial budget meeting. LD Mark went through the first pass of the numbers in account lines with Trustees. Some accounts will likely increase and some will decrease. Updates will be provided at future meetings. Trustees are welcome to review the numbers with LD Mark at any time. He is hopeful to have a draft budget for FY 26 ready by the end of October.

IV. Old Business

- A. Expansion Grant Status: No update. Again.
- B. Mobile Phone Update: LD Mark shared work mobile phone number with Trustees. Expense to be shared with the Town of Weathersfield. Trustees to consider having library trustee specific email accounts.
- C. Biblio+ and streaming: Biblio + is up and running! Link has been sent to Trustees and information to be added to our website.
- D. Vermont 250: The Vermont 250th four member committee (members of WPL and Weathersfield Historical Society) will meet next week. An update will be provided at the next Trustee meeting.
- E. Book Sale and Trunk or Treat: The Friends of Proctor Library Annual Book Sale is scheduled for Saturday, September 21. As much help as possible to set up would be appreciated. Trunk or Treat 2024 is scheduled for Saturday, October 26th at 3:30- 5:00 pm. Vehicles can be set up at 2:30 pm. Rick to look into SoVerA having a presence.

- V. Adjourn: Rick made a motion to end the meeting at 8:35 pm. John seconded the motion. All voted in favor.

Submitted by Anne Parent
WPL Board of Trustees Secretary
September 24, 2024