

**Lydia Taft Pratt Library
Trustees Meeting
October 27, 2016**

DRAFT

**Present: David Patriquin, Lori Miller, Sue Kern, Karen LaRue, Barbara Clark,
Torrey Luker**

Meeting called to order at 4:20p.m.

Additions to Agenda:

Sue added the Community Center parking lot discussion to the agenda.

Minutes:

Minutes from the previous meeting were reviewed and amended.

Changes: Correction of the spelling of "Brodart," the Treasurer's Report updated with the removal of "and accepted," and under the Librarian report, the information on the sale of the Card Catalog was updated to read "sold for a donation of \$60."

Lori made a motion to accepted amended minutes. Barb seconded and the minutes were unanimously approved.

Treasurer's Report:

Warrant presented and signed.

The Treasurer's report was reviewed. Lori pointed out that the town put \$4,035 into the library bank account but that a lot of that money would be given back to go into the account that pays for the librarian salary.

Librarian Report:

Karen submitted the article to the Views and has a number of new items for the next article. Karen has started using the online system for checking out books today. There are still a few books that need a scan-able bar code but that will be done and Karen can still use the new online system. Karen is adding patron information into the computer system as people come in and she is working toward library cards. Karen is looking for heavy and bright card stock before printing out the library cards but hopes to start making cards by next month.

Old Business:

Book Shelf Alterations: Dave has not heard back from his carpenter. Dave will be contacting Rick Davis, who recently did work for the Community Center, to see if Rick can do the shelf work.

Budget 2017-2018: The board reviewed the proposed budget, which is due to the town by November 22. Lori went through the budget and explained the changes:

For Budget Income:

- Per Lori's e-mail: The new budget proposes requesting an additional \$1,000.00 from the Town. This increase would bring the figure to \$13,500, thus paying for librarian salary, the rental of the space in the Community Center and our portion of the insurance for the space. This would leave the trustees with the task of fundraising for the costs of expenses directly related to the "meat and potatoes" of the library: our books, audio/visual, costs of automation/circulation, interlibrary loans, and programs that serve our public.
- The grant line was reduced by \$50.

On the expense side:

- 3% raise for the Karen, the librarian. Per Lori's e-mail, Karen "has done a tremendous job of reading the library for automation, reorganizing materials to make the library more functional for patrons, and advancing many ideas for expanding library services."
- increase in the Books/Audio/Visual line (\$3,518.00 this year, compared to \$3,175.00 last year).
- Decrease to the Supplies line as a new line was created for Furniture/Equipment and some of the money went to that new line.
- As mentioned above, the new Furniture/Equipment line was added for shelving alterations and to replace furniture as needed.

- Barb made a motion to approve the budget. Sue seconded the motion and the budget was approved unanimously.

- Lori will be sending the budget, approved by the LTP trustees, to the town with an e-mail explaining the requests and changes. Lori will be sending the trustees the justification e-mail to review before sending it to the town with the budget. Lori will also be asking if the Select Board meeting would like a trustee from the LTP library be in attendance to answer any questions regarding the budget.

Annual Appeal 2016: The letter Sue put together, with Karen's edits, was reviewed. Dave moved to approve the letter. Barb seconded and all approved.

Additions to letter:

- Photos need to be added, if possible. This might mean a second page, if needed.
- Also, additional information to add: the library website and Facebook link.

To do for the letter mailing:

Karen and Torrey will work on adding the photos and extra information. Once the letter is complete, it will be sent out to the trustees for final approval. Lori will be printing the letters and purchasing the supplies. The cost of the printing and supplies are being donated by Lori's employer. Lori will reserve the special town stamp for the mailing. Barb will be checking with Jean to see if we can use the backroom of the Community Center to do the mailing work.

Sue motioned to move the next Board meeting to November 17. Lori seconded and all approved. **The next trustee meeting and annual appeal letter mailing meeting will be on November 17, from 4-6pm.**

New Business:

Community Center Parking: Sue, Barb, along with Jean Momaney, attended a meeting to discuss the problem with parking on West Street. The town has asked if the Community Center parking could be used to help with the problem. Jean strongly said no as this could result in limited parking for the library or Community Center functions. Also, there are trash and liability worries. There is currently no security light, which would have to be added and overall increase the Community Center expenses. There will now be an additional meeting with the Zoning Board, the Select Board, and others to try to resolve the parking issue.

Parent, Teacher and Friends Organization Ultimate Shopping Experience: Torrey explained that the PTFO will be having a fundraising event on November 12 where local craftspeople sell their crafts at the elementary school. The cost of renting a space at the event is \$30 and the library could advertise it's services while selling the LTP book bags and selling books by donation. Sue motioned to approve getting a space for the library. Barb seconded and all approved.

- Torrey will be contacting the head of the PTFO event to move forward with getting a space and a table.
- Torrey will be researching costs of possibly purchasing a banner or laminated poster for the library for this event and future events.

Sue moved the meeting be adjourned and Lori seconded.
Meeting adjourned at 6:20pm.

Respectfully submitted,

Torrey C. Luker