

**Lydia Taft Pratt Library
Trustees Meeting
June 22, 2017**

DRAFT

Present: Sue Kern, Melissa Worden, David Patriquin, Karen LaRue, and Torrey Luker

Sue called the meeting to order at 4:35p.m.

Approval of Minutes:

Melissa made a motion to approve the May 25th minutes as written. Dave seconded the motion and the minutes were approved unanimously.

Treasurer's Report:

Melissa presented the Treasurer's report to the Board for review. Melissa will be adding a "balance" column on future reports and Sue asked that the "Comparison as of" date in the upper left of the sheet be updated. The warrant was presented and Sue made a motion to approve the warrant. Torrey seconded the the warrant was approved unanimously.

Library tax appropriation advance: Melissa moved to not take the advance of \$4,000.00 from the tax appropriated funds this year, as it was a practice started many years ago but is no longer needed. Torrey seconded the motion and the motion passed unanimously.

Librarian Report:

Karen reported to the Board:

- Karen recently attended a VT Department of Library conference which was helpful and informative, with different adult program ideas to possibly implement.

- Silent Auction has ended and brought in \$1,075.00, which is only slightly lower than last year. Melissa reported that she was working on creating a spreadsheet with fundraising information for the past 3 or 4 years.

- Karen presented the Passport to Vermont Libraries program, which LTP Library has signed up for this year. Patrons can pick up their passports from Karen and receive a stamp or sticker in their passport for every Vermont library visited. Torrey will post this information on Library Facebook page.

- Karen reported that the Vermont Department of Libraries has hired the interim State Librarian and his name is Scott Murphy. A new Assistant State Librarian has also been hired and his name is Tom McMurdo.

- Karen asked that volunteers please leave books in the return basket until they have been checked in through the computer system.

- Summer Reading Program: Registration for the program, with the theme "Build a Better World," has started and Karen handed out the registration and program schedule information. The summer reading program has been advertised on the Facebook page and Laurie will be putting information about the program on the town website and in the next town-wide e-mail. Torrey will be adding the summer reading program information to Front Porch Forum. Due to an e-mail error, the school never received the program information but the school has the information now and we are hoping the information will be shared if the school sends out any school-wide information in the coming weeks.

- The Views article was completed and submitted and there was a request for photos to accompany article. Torrey will be sending in a Geranium Festival photo of Sue presenting Lori Miller with a certificate of appreciation.

- Karen will be purchasing 30 sign stakes for \$25 to create the Story Walk program this summer.

- Communications: Karen received an letter with an offer for a free presentation of 2 films and information on Improving Medicare for All. The Board is interested and will talk to the Community Center about hosting together. Karen also reported that Fairpoint has been bought out by Consolidated Communications, as the Library uses Fairpoint.

- Per Sue's request, Karen will be doing research to get more information for future budgeting as important trainings and workshops this year necessitated Karen to work overtime. More information will allow better planning for budgeting for future overtime.

- Karen attended the Verso library software training. The department of Libraries tried to help and save money for libraries by condensing a 2-day training into a 1-day training, which led to confusion. However, a good guide was given and the notes from the training are being created and sent out to librarians. As Library World, the current software, expires in September, Karen noted that the switch the Verso will be fairly soon and will be keeping her busy in the fall.

Old Business:

Geranium Festival: Tabled until next meeting.

Building Maintenance & Cleaning:

Sue submitted a letter to the Community Center board requesting cleaning of the

windows and fixing of the screens. Karen reported that work was being done on the Community Center today, during Library hours. Sue discussed cleaning of the Library and briefly explored the idea of monthly or quarterly hiring of a cleaning company to clean the library.

Community Center Board: Sue reported that she and Barb attended the recent Community Center Board meeting and Sue was approved to sit on the Board, with Barb as the alternate. Sue reported that the room leased across from the library was opening up after August. A very brief discussion was started about possibly renting the additional space. Concerns about cost, leaving a room unattended, building up the patron base, and creating a volunteer group were expressed. There was an additional idea of moving the library to the other room to allow for maintenance of the room the library currently uses. Further discussion will happen at the next meeting.

Non-Resident Library Cards: Tabled until the next meeting.

Bookshelf Replacement Update: Dave reported no new information at this time. Topic tabled.

Friends of Lydia Volunteer Coordinator: This topic has been tabled.

Library Road Sign Update: Topic tabled until next meeting.

Fall Programming Planning: Turner Presentation:
Topic tabled until next meeting.

New Business

Staff Time Sheets: Torrey moved to adopt the Town format for Karen to report her work hours. Dave seconded. The time sheets only differ in that they give explanation or additional information for overtime work or work on holidays. The motion was approved unanimously. Karen will be contacting the Town for a template time sheet or creating a new one, if needed.

Future Agenda Topics:

Geranium Festival

Building Maintenance - update

Non-resident Library Cards

Shelving Replacement update

Friends of Lydia - Volunteer Coordination

Library road signage - update

Roger Turner presentation/Fall Planning

Community Center Board - updates

Dave made a motion to adjourn the meeting. Torrey seconded the motion and all approved. The meeting was adjourned at 6:14p.m.

Respectfully Submitted,

Torrey Luker