

**Lydia Taft Pratt Library
Trustee Meeting**

October 26, 2017

DRAFT

Attendees: Sue Kern, David Patriquin, Barb Clark, Karen Cawrse, Torrey Luker
Visitor: Melody Ellis Stone

Sue called the meeting to order at 4:13 p.m.

No additions to the agenda.

Introduction of Melody Ellis Stone:

Melody is attending as she is interested in filling the vacant board position. Melody introduced herself and shared information about her life, her many Dummerston connections and why she is interested in the position. The board members shared information on the tasks and responsibilities of a library trustee and answered questions.

Approval of Minutes from Previous Meeting:

Dave made a motion to approve the minutes of September 28th, 2017, as written. Barb seconded and the minutes were approved unanimously.

Treasurer's Report:

Sue presented the Treasurer's Report and the warrant was reviewed. Torrey made a motion to approve the October 2017 warrant and Dave seconded. The warrant was approved unanimously.

| | |
|--------------|---------|
| Expenditures | \$75.09 |
| Income: | \$18.95 |

Librarian's Report:

Karen presented a written report to the trustees and reported that between September 23 and October 24 (open 14 days), the library was visited by 84 adults and 17 children. Sue requested a circulation report as this information will be needed for the upcoming annual report. The library will be open on Halloween and Karen will be handing out candy and perhaps bookmarks with the library hours. Karen prepared a LTP library bag with books for the Dummerston school vendor fundraising event, as per earlier discussion and approval by the trustees. Karen plans to start Story Time again in November, starting at twice a month. Karen will be advertising the Story Time, has already started reaching out to home day care groups and will also be looking into contacting Home Schooling groups who might be interested in Story Time. Karen has taken on the LTP Facebook page and will plan to post to both Facebook and Front Porch Forum once a week. Karen reported on a trustee training that will happen this Saturday from 12-3pm.

Unfortunately, due to late notice and conflicts, no trustees are able to attend. After discussion on petty cash and postage money, the decision was that postage would be paid from the donated money basket and books bought via online auction would be paid by invoice. Sue suggested Karen contact Laurie Frechette about petty cash process and if/how the Town Office handled petty cash. Karen will be setting up an account with the local Staples for office supplies, which will be delivered to the library. Karen discussed her impression of the library hours currently and pointed out that no one was visiting from 6-7pm on Tuesdays and further changes might work better and be more memorable for patrons if the hours were on the hour and not the half hour. Sue agreed that the library hours would need further discussion and research on how best to serve patrons. Sue suggested this be a topic that needs further review, along with a further discussion on whether to charge a small fee for out of town patrons who take out books. It came up in discussion that the donation box for the Grange was not being put out and had not been seen. Karen will look to see if the donations box can be found or a new one could be made for future Grange lunches. Karen also suggested changing the check-out time for books from the current 3 weeks to 2 weeks. If books were taken out for 2 weeks, then people will visit the library more often. The 2 week window might also help bring back new books sooner. Sue suggested the topic be put on hold but should be further discussed. Karen added that she would be getting “new” stickers for the new books to help patrons specifically looking for new books. Karen reported that she had attended a meeting on the changing needs of library patrons. Karen added that patrons were very interested in audiobooks, DVDs, free wi-fi, a space for computers and a place to charge devices. LTP does have more audiobooks, more DVDs, free wi-fi, there are plugs available but little space for computer work. Karen suggested a charger, for \$50, that could be added to help people charge their devices. Also, Karen suggested adding a small water machine, with paper cups, that provided fresh cold water and hot water for tea. The cost would be roughly \$20 a month. No decisions were made but Sue requested that Karen bring up these questions again at future meetings for further discussion. Karen presented on the Veli-STEM (Vermont Early Literacy Initiative: Science, Technology Engineering and Math) grant. Karen applied and was awarded this grant in her previous position and is able to bring this grant to LTP if the trustees are interested. This is the final year of this three year grant and is from IMLS in partnership with the Vermont Center for the Book and Vermont Department of Libraries and focuses on Physical Science through Inquiry. This year the focus is on Air and Water. This grant brings programming, toys, and books for ages 3-7 year olds to the LTP Library. The trustees discussed ways to perhaps partner with the school to share the programming with the students or partnering with the Community Center. Karen pointed out that if she continued with the grant, it would require 3 days of training that she would have to attend. During the three days she would need to be paid and a volunteer would be needed to cover the library if the trainings fell during library hours. Sue made a motion to bring the Veli-STEM grant to the LTP Library and Torrey seconded. The motion passed unanimously.

Old Business:

Candidate for Vacant Trustee Position:

The trustees discussed the process of having Melody appointed to the LTP board. Sue will be sending in Melody's e-mail of interest and requesting Laurie add the appointment to the next

Select Board meeting. Dave made a motion to appoint Melody Ellis Stone to the LTP board to complete the rest of Melissa Worden's term. Torrey seconded and it was approved unanimously.

Approval of 2018-2019 Budget:

Sue presented the budget to the trustees. The only recent change Sue made, after talking to Karen, was to change the line item of "Summer Reading Program" to "Programs" and increasing this to \$500, as the library hopes to add more programming. Dave made a motion to approve the 2018-2019 budget and Barb seconded. The motion passed unanimously and the trustees thanked Sue for her work on the budget.

Building Cleaning:

The trustees discussed the cleaning of the bathrooms at the Community Center. Barb will be taking the LTP trustee concerns and request to have the bathrooms cleaned at least once a month. The trustees need to further discuss plans on how best to have the library vacuumed and dusted on a regular basis.

Community Center Board Member Report:

Barb reported on the October meeting, letting the trustees know that the majority of the CC meeting was devoted to discussion of where to construct the building for the granite wagon. Additionally, the CC would be having their annual Halloween celebration on Tuesday from 5:30-8pm and Archer Mayor would be visiting on November 13th at 7p.m. Barb will be bringing the LTP board questions and concerns to the next CC board meeting.

New Business:

Library Facebook:

As discussed above, Torrey has handed off the LTP Facebook page to Karen and the library has already added 6 new members this week, thanks to Karen's recent posts. Torrey noticed that the page had an option to add a "donate" button and asked if this was something that might help the library. Torrey will do further research and report back.

2017 Annual Appeal

Torrey is working on the appeal letter and will be sending it out to the trustees for additions and edits. Torrey will be requesting labels from Laurie and Torrey asked Karen if she could send her totals for the number of books, audiobooks and DVDs added to the LTP this year.

November Board meeting

Due to the Thanksgiving holiday conflict, Torrey made a motion to move the next LTP board meeting to November 16th. Barb seconded the motion and it was approved unanimously.

Torrey made a motion to adjourn and Barb seconded. The motion was approved unanimously and the meeting adjourned at 6:03p.m.

Respectfully Submitted,

Torrey Luker