

**Lydia Taft Pratt Library
Trustee Meeting
November 16, 2017**

DRAFT

Attendees: Sue Kern, Dave Patriquin, Melody Stone, Karen Cawrse
Unable to attend: Torrey Luker, Barb Clark

Sue called the meeting to order at 4:30p.m.

Approval of minutes from previous meeting:

Dave made a motion to approve the minutes, as written and Melody seconded. The motion was approved unanimously.

Treasurer's Report:

The warrant was presented with the Treasurer's Report, dated October 31, 2017. Dave made a motion to approve the warrant as written and Melody seconded. The motion passed unanimously. Dave will deliver the signed warrant to the Town Office.

Melody was welcomed to the Board as a new trustee.

Librarian's Report:

Karen reported that Halloween was fabulous and well attended, as the library had been open during the Community Center Halloween celebration. Karen suggested a volunteer be on hand in the future if the library is open on Halloween. Karen added that having free books available to hand out for holidays and fundraising events would be helpful and that she has a source. When school children visit the library, it was discussed that a release would need to be signed for kids to check out books. Book can be returned at the school as there is a return box at the school. Karen will be visiting the school to see the school library and meet with their part-time librarian. It was discussed that the library should be on the front of the website, possibly under town.

Old Business:

Petty cash:

Dave suggested it was better to get petty cash from the town and replenish it through the town. Handling petty cash in this manner means that Karen would not need to spend her own money and then be reimbursed. Dave made a motion that a check, from the Lydia Taft Pratt checking account, be made by the town for petty cash. Melody seconded and it was approved unanimously. Karen will issue a petty cash spreadsheet.

Building cleaning:

It was reported that there is currently no cleaning service or particular cleaning person for the Community Center, a public building. Barb called Karen and relayed information from the

Community Center Board meeting that confirmed no formal cleaning and it was asked that the last person in the building, at the end of the day, should flush toilets. Melody will contact Joan Egbert with regards to employing someone once a month. Melody's suggestion was to potentially hire a disabled adult, with supervision, through a HCRS program. The work needed is vacuuming, toilet cleaning and the trash and recyclables need to be picked up. As the library is open 14 hours per week, it was discussed perhaps splitting the cleaning cost with the Community Center. Another idea is to check out the BUHS community hours posting to see if a student could volunteer clean. Once information is gathered, the options will be weighed and a final decision will be made.

2017 Annual Appeal:

The board discussed the annual appeal letter and mailing. The letter will be double sided and done in black and white to save money. Torrey will contact Laurie for labels and the town postage stamp.

New Business:

Views of Dummerston:

Karen agreed that the library should be in every edition and she would list the newest books, along with announce library events and news.

Open Library Board Position in March 2018

Dave's 5 year position will be up for election. The library board agreed that they need to find someone with the skills to be the Board treasurer.

December Board Meeting:

The board decided to not meet in December. Dave made a motion to make the next board meeting on January 4th, 2018. Melody seconded and the motion passed unanimously.

Dave made a motion to adjourn the meeting. Melody seconded and the motion passed unanimously. The meeting was adjourned at 6:00pm.

Respectfully Submitted,

Torrey Luker