

**Lydia Taft Pratt Library
Trustee Meeting
January 11th, 2018**

DRAFT

Attendees: Sue Kern, Karen Cawrse, Melody Stone, Dave Patriquin, Torrey Luker
(Barb was unable to attend)

Call to Order:

Sue called the meeting to order at 4:26p.m. and added "May Fundraiser" and "New volunteers" to the agenda, under "New Business."

Approval of Minutes:

Melody made a motion to approve the minutes from the November 16th, 2017 meeting and Dave seconded. The minutes were unanimously approved.

Treasurer's Report:

Sue presented the report along with an update on the checking account, which was at \$11,934.39 as of November 11th, 2017. There were two warrants presented. Torrey made a motion to approve the warrants, Melody seconded and the minutes were approved unanimously.

The December, 2017 to January, 2018 warrant:

Expenditures: \$801.82

Income (Annual Appeal): \$2,130.00

January, 2018 warrant for the first half of the rental payment for the Community Center:

Expenditure: \$1,100.00

Income (Annual Appeal): \$185.00

The second half of the rental fee is due in June, 2018.

Librarian Report:

Karen presented her report, starting with statistics. Since November 18 to January 2nd (18 days of which the Library was open), the number of adult visitors was 107 and the number of children visits was 27.

Additionally, Library World Transactions:

Checked out: 293

Checked in: 316

Renewed: 9

Manual check-out: 37

Grange Lunch (12/13/2017):

Visit: 9

Books: 4

DVD/Audiobooks:3

New Library card: 1

Programs: Storytime had 1 adults and 1 child on 11/30/17

School Visit had 1 adult and 6 children on 11/28/2017

Karen reported she attended the Quarterly Southern Vermont Library Directors' meeting at Dover Free Library on January 9th. Karen hopes to attend the February 13th "Libraries Rock!" Summer Reading Workshop in Rockingham. There are also two new volunteers who have agreed to cover the library on the first Saturday of every month, beginning February 3rd. The new volunteers are Kevin and Kris O'Donnell. The Annual Report was submitted to the Department of Libraries on January 6th, 2018. The Dummerston Views articles for the Spring edition was submitted on January 7th, 2018.

Karen presented ideas for adult programming, including a Book Club. Karen has a few interested patrons for the book club already and is creating a list if anyone else is interested. If the Book Club is formed, Karen will order the books for the club but the club members will run the meetings. Karen also talked to Jean Momaney regarding the use of the Community Center back room and Jean let her know that nonprofits are allowed to use the room, free of cost. The dates of use need to be approved and available. Karen is also interested in exploring the idea of a "Paint and Sip" event using the back room of the Community Center. Karen has an artist willing to run the event and participants would bring their own beverages. Whether alcohol is allowed in the Community Center or for a library event still needs to be researched. The participants would be charged and that fee would be split between the library and the artist. This could be a fundraiser for the library and go toward a specific project, such as the new shelves that are currently needed. The trustees were very interested and Karen will talk to the artist to get more information. Karen also suggested a movie night with perhaps showing a series of films or having family movie nights. The library does have a license to show movies through the Department of Libraries. Melody has a projector that she is willing to loan for the events. Movies could be potentially shown outside the library, on a canvas sheet, in the summer, and possibly as part of the Summer Reading program. Karen also is interested in a speaker series as there are a number of possible local speakers that could be contacted. Also, Karen is looking at a potential grant that was used at Newfane library last year to pay for a memoir writing course that was lead by a local author. If interested, Karen could work on writing the grant and see if an author could perhaps lead a class, such as a creative writing class. The trustees were interested and excited about these ideas. Most of these programs would be happening outside of library hours and would require the librarian, a trustee or volunteer (usually 2 people) to be on hand to run and clean up the event. Karen added that she is also working with the first grade teacher to have the class visit someone in the coming months.

Old Business:

Building Cleaning:

Melody reported that she had contacted Health Care and Rehabilitation Services (HCRS) and they had someone to do the cleaning job. She added that the agency is responsible for the safety and instruction of the employee. After discussion, the trustees decided to get information on the cost of having the library vacuumed, dusted, furniture polished, and the hallway and bathroom cleaned once a month. While the bathroom is the responsibility of the Community Center, perhaps the Library and Community Center could work together to contract this worker as this would be beneficial to both groups. Melody will get the information and report back to the group. Melody asked if the open trustee position might be something that a Community Center board member might be interested in filling. The trustees agreed this would be a good idea if any of the members were interested.

Open Library Trustee Position:

Dave's trustee position will be open in March. Dave is trying to contact Melissa to see if she was interested, as her job situation had changed. After discussion, Torrey will be contacting the new volunteers, the O'Donnell's, to see if they would be interested in filling the open board position. Additionally, Torrey will post the open position on Front Porch Forum and send information to Karen to post to Facebook. Melody let the board know that she had her petition sheet but was still deciding on whether to move forward. Melody's board appointment is temporary and ends in March, unless she submits her petition.

Community Center Board Meeting:

Barb was unable to attend but dropped off the Community Center Board meeting minutes and a report, which detailed the recent CC meeting. Torrey reported that the Community Center now has a Facebook page.

2017 Annual Appeal:

Sue reported, per Karen, that the Annual Appeal was at \$2,315.00 with 47 different donations. Donor information was distributed to the board for writing thank you notes.

May Fundraiser - Geranium Festival:

The event is the 3rd Saturday in May but Sue wanted to bring it up today and start planning early to be better prepared. For Melody, Sue explained there was a PR piece, the book sale, the Silent Auction (usually run by Pam McFadden, with a volunteer helper), the geranium sale, and food for sale.

New Business:

January Board Meeting:

As decision need to made regarding a potential cleaning contract and the open board position, the meeting on January 25th will currently remain scheduled.

Other:

Karen let the board know that the small yellow shelf in back had been set up as a small book sale area. A small ongoing book sale is something many libraries do to bring in a little extra money. Sue let Karen know there are a number of extra books in the storage area.

Melody let the board know that she was happy to attend a Community Center Board meeting if Barb was ever unable to attend.

Torrey made a motion to adjourn the meeting and Melody seconded. The motion was approved unanimously and the meeting was adjourned at 5:45p.m.

Respectfully Submitted,

Torrey Luker