

**Lydia Taft Pratt Library  
Board Minutes  
January 25th, 2018**

**DRAFT**

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

**Call to Order:**

Sue called the meeting to order at 4:15p.m.

**Additions to the agenda:**

Sue added the Community Center Board minutes to the agenda under Old Business.

**Approval of Minutes of Previous Meeting:**

Dave made a motion to approve the January 11th, 2018 minutes and Melody seconded the motion. The minutes were approved unanimously.

**Treasurer's Report:**

Sue presented the updated report and not much had changed since the previous recent meeting. The updated checking account balance, as of January 23rd, 2018 was \$12,497.68. The warrant for January 25th, 2018 was presented with expenditures of \$437.51 and income of \$220.80. Torrey made a motion to approve the warrant Melody seconded. The warrant was approved unanimously. Sue mentioned that in the next budget, she would like to see the audio/visual purchases split out from the book purchases. Karen added that she had spent \$16 on audio/visual in the past 4 months and would like to purchase more.

Sue mentioned that she had received an email forwarded from Karen about Community Engagement Resources, which she will be forwarding to all the trustees. Karen also let the trustees know that updated Trustee Manuals could be viewed online on the VT Dept of Libraries website.

**Librarian Report:**

Karen distributed her report and the updated Opening Procedures document for the library volunteers. Karen reported that between January 6th and January 23rd, the library had had 63 adult visits and 10 children visits. Additionally, 100 books had been checked out, 7 renewed and 10 audio books had been checked out. The January 10th and 24th Grange lunches brought in 10 visits at each with a total of 9 books checked out and 1 audio/DVD.

Per Karen's report:

Volunteers: Kevan and Kris O'Donnell came in for volunteer training which necessitated a revision of the opening/closing procedure. Karen expanded the document to include computer

basics. Copies are available and one will remain at the desk for future reference. Kevan and Kris will cover the first Saturday of the month beginning February 3rd.

Hospitality Station: Karen reported that this is becoming more popular, especially when she had brought in homemade brownies. A Keurig had been donated to the library and Karen would be cleaning it to use at the library. Karen added that there is also an iPhone and Android phone charger available for patrons to charge their phones.

Future Programs: Storytime in February will take place February 8th and 22nd. A flyer will be sent to the school for distribution and postings done on Facebook and Front Porch Forum.

Book Club: Karen is planning to get the adult book club together beginning in April and asked the trustees if they would be interested in participating. Meetings will be in the afternoon and the day of the week has not yet been determined. Jean Momaney is interested in joining the book club and would be responsible for opening and closing if the club fell on a non-library day. The library will provide the books as they are selected by the group. Karen will be using "Talking About Books" from Fairlee, VT. There is a \$15/year annual fee and then a cost from \$5-\$20 for book sets, depending on the number of books. The expense would fall under the category of programs. This "Talking About Books" program is cheaper than obtaining multiple copies from different libraries and paying approximately \$3.00 per book to ship them back.

Paint and Sip: Karen has contacted Elinor Katz, an artist from Jamaica, for details and hopes to schedule the program for March or April. Karen was thinking of having the event, which would go for 1.5 to 2 hours, on a Sunday. Melody suggested a weekday evening. The artist would charge \$35 to lead the painting and for all the painting supplies. The trustees discussed how to make the event a fundraiser or to just host the event. For fundraising, the library could potentially charge a room fee or just put out a donation bucket at the event. The discussion continued and the participants could bring their own beverage and the trustees could perhaps bring snacks.

Wish List: Karen would like to work on reconfiguring the front desk (and behind) area so it is more functional. The topic was discussed and Karen will come up with an idea of how she would like to change the work area and the trustees will work to find the furniture needed to make the change happen. Melody suggested Front Porch Forum as a good source for furniture needs.

### **Old Business:**

#### Building Cleaning:

Melody reported that there is a 20 year old man interested in the cleaning position. Minimum wage is \$10.50 an hour. After discussion, the trustees decided to move forward with inviting the potential employee to an interview. The potential employee will be joined by a helper who will oversee the employees work. There is a release form the library will have to sign and the amount of days per month and hours of work still needs to be solidified. The discussion included

cleaning the library, the hallway and the bathrooms. There was a question brought up about liability insurance that can be explored in the interview. Melody will have the helper contact Karen to set up the interview and Torrey and Dave will also attend. Karen will talk to Jean about splitting the cost of the cleaning and ask if she would like to attend the interview. Dave made the motion to move forward and interview the potential employee and Torrey seconded. The motion was approved unanimously.

**Open Library Trustee Position:**

Melody reported that Carol Wood has submitted her petition for the position and the trustees hoped Carol could attend the next trustee meeting.

**Community Center Board Minutes:**

Sue noticed a line in the August 2017 Community Center Board meeting minutes that the library lease discussion, with the mention of the Green Mountain Power increase, had suggested a possibly increase in rent. No other information was noted in future minutes. Dave pointed out that GM Power announced cost lowering recently.

**2017 Annual Appeal Update:**

Karen reported \$2,520.00 as of today for the annual appeal total. Torrey will write the two additional thank you letters.

**New Business:**

**Locking the Community Center Doors:**

Sue reported that Jean had let her know of recent issues with the Community Center front doors being left unlocked. Sue noticed the door closest to the library does not close fully on it's own and will suggest having the door looked at to see if it can be fixed or reset. After discussion, the volunteers and Karen will now be instructed to lock the Community Center doors every time they leave, regardless of events or others in the building. If people are in the building, they can still get out and they should already have a key if they need to get back into the building.

Torrey made a motion to adjourn the meeting and Dave seconded. The motion was approved unanimously and the meeting adjourned at 5:20p.m.

Respectfully Submitted,

Torrey Luker