

**Lydia Taft Pratt Library
Board Minutes
February 22nd, 2018**

DRAFT

Attendees: Sue Kern, Karen Cawrse, Dave Patriquin & Torrey Luker (by phone)
Unable to attend: Barbara Clark, Melody Stone
Guest: John Pinkney

Call to Order:

Sue called the meeting to order at 4:47p.m.

Additions to the Agenda:

Sue added "Recorded Books" to the agenda.

Geranium Festival Planning:

As John was able to visit, the Geranium Festival Book Sale was pushed to the top of the agenda. The board reviewed the fundraising totals from the previous festival and the book sale had brought in \$900. John felt the sale had and could bring in more and the group discussed how to better streamline the process this year. The problem with leftover books has been solved due to the board's two-year contract with Better World Books. This year the leftover books will be directly packed into the Better World Book boxes and moved downstairs for the company to pick them up. The biggest issue, as always, will be recruiting labor. John will check with the school to see if students might be able to help move the books from storage to the upstairs on the afternoon prior to the festival. The board then reviewed the process of sorting the books and John agreed to sort the books brought down to storage. Karen will review the incoming books to see if any could be added to the library collection and Torrey will bring the books down to storage on Thursdays. The board will need to find more volunteers for the book moving and set-up and break down of the event. John suggested having the book sale over two days to make the most of all the effort of setting up for the sale. However, the cost to rent the room an additional day is \$50 and the question was whether the cost of the room would be more or less than the amount possibly brought in by an additional book sale day. This issue will be discussed further. Sue will be emailing John the book donation information for advertising and the plan is to start requesting donations late in March. John was thanked for his help again this year with the book sale.

Approval of Minutes from Previous Meeting:

Dave made a motion to approve the minutes from January 25th, 2018 and Torrey seconded. The motion was approved unanimously.

Treasurer's Report:

Sue presented the report to the Board. Karen presented a warrant for \$339.12 in expenditures and \$60 in income. Torrey made a motion to approve the warrant and Dave seconded the motion. The motion was approved unanimously. Torrey will be picking up the warrant to sign and deliver it to the Town Office.

Librarian's Report:

Karen presented an amazing informational sheet of upcoming library programs for 2018. Sue suggested this information could be edited to create a great handout for Town Meeting.

Lydia Taft Pratt Library Programs 2018

MONTH	PROGRAM	DETAILS/COST	ACTION
Twice a month	Story Time/Outreach	2 nd and 4 th Thursday at 12:30 or as arranged.	Librarian.
March	Adult Book Club	Meets in Community Room 3 rd Thursday of the month @ 2, first meeting 3/15/2018. First book is Major Pedigrew's Last Stand by Helen Simonson. \$15 membership and \$10-15/month s/h minus \$5 as a member. Second book Glass Castle by Jeanette Walls.	Books arrive next week. Distribute books. Recruit participants. Limit 15. Announce at Town Meeting and Grange Lunch. Publicize. Post on Facebook and Front Porch Forum.
April	Paint and Sip	Friday night April 13, 20, 27 or Sunday night April 15 or 22, 3 hour program begins at 6:30 or 7. Charge \$35/person with \$5 back to the host. 12 person limit	Confirm date and book with Community Center. Create poster. Announce at Town Meeting. Publicize. Advertise. Register.
May	Geranium Festival and Book Sale	May 21, Trustees and Volunteers	Book with Community Center. Publicity. Enlist volunteers, etc.
June	Local Speaker TBD	Opens Summer Reading Program, "Libraries Rock!" music or geology ? cost to	Publicize. Advertise. Register.

		library. ? Lynn Levine. Need banner, other supplies, tbd.	
July	Ukulele Workshop	\$200. No cost to participants but must register ahead of time. Vt. Dpt. Of Libraries Speakers Grant. \$200 so free to the library.	Book with presenter and Community Center. Publicize. Advertise. Register. Librarian and volunteers.
July/August	Summer Reading	Closes Summer Reading Program, SVNHM. Live animals.	Librarian and volunteers. Refreshments. Publicize. Promote. \$150
July/August or September/October	Writing Workshop with Deb Luskin	Community Foundation for grant includes digital projector. No cost to library.	Submit Community Foundation Grant. Advertise to determine interest. Free to the public. Announce at Town Meeting.
October	Halloween Open House	Refreshments/treats	Librarian and one volunteer.
November	Local Author	TBD	
May-October	Story Walks	Playground or elsewhere in town? Cost only for laminating material.	Have materials. Arrange first installation with Community Center.

Karen also presented her report:

LYDIA TAFT PRATT LIBRARY
LIBRARIAN'S REPORT
FEBRUARY 21, 2018

Statistics: January 25–February 20 (12 days)
 Adult Visits 81
 Children Visits 14

Library World Transactions

Checked Out	Books	126	Other (DVD, Audio)	11
Renewed		2		

Grange Lunch 2/14

Visitors	13
Books	10
Other (DVD, Audio)	2

Programming (ALA): Apart from books, “libraries also give their communities something less tangible, yet just as essential to a satisfying and productive life—nourishment for the spirit. Programs in the humanities and the arts that encourage people to think and talk about ethics and values, history, art, poetry, and other cultures are integral to the library’s mission. Such programs help to illuminate the experiences, beliefs and values that unite us as human beings. They stimulate us to make connections where we noticed none before—between our ancestors and ourselves, between one culture and another, between the community and the individual.”

“Libraries are an incredible resource for the community. Bringing real artists, real authors, real people into the library is so important. With all of today’s technology, we forget that people are still writing books, people are still painting, making music, approaching life directly—not through a computer screen. Everyone benefits from programs—the community responses are so very positive, scholars and artists recognize that they are reaching new audiences, and the libraries are drawing more people, in many cases parts of the community we don’t normally see.” Linda Holtslander, Public Librarian, Loudon County, Virginia
See attached LTP Programs 2018 (Actions).

Lara Keenan, State Library Consultant: See attached “How do you know if your library meets the needs of the patrons?” Do we want Lara to come out and meet with us to discuss in depth? She will be in the area on Tuesday, April 3 for a Windham County Librarian’s Meeting 8:30-10:30 and may be available afterwards to talk with us.

Hospitality. Thanks to David for donating K-cups. The donated Keurig is not working. I’d like to purchase one that works.

Wish List. Larger desk with a closed front and drawers. Change out the metal strip under my office chair to a clear flat one to eliminate the bump. There is a new wheel on the desk chair to replace the broken one. Chair was under warranty so there was no charge. Donations of newer books, DVDs, audio books (Thanks, Torrey!).

The Board discussed the consultant visit of Lara Keenan and decided to invite her on April 3rd, around 11am. The board agreed with Karen on purchasing a new Keurig as the donated machine was broken. Karen explained that Melody had sent a volunteer, Stanley Evans, to help make changes to the desk area. All changes will be submitted to the Community Center board before moving forward with the work. Sue requested information on the material cost estimates, when the proposal was completed. The ukulele event Karen listed in her 2018 programming was further discussed. Karen will be contacting Paul Adkins, who teaches ukulele at the Community Center. The suggested possible date for the ukulele day is on a Saturday in mid-July around 10am. Karen has submitted the grant request for the Writing Workshop. The Story Walk was discussed and the board hope to be able to put up the walks for about a week in various parts of town. Some ideas include: Town Office or Town Common, the School, and possible the shorter (kid friendly) Black Mountain hiking trail. Permission will be needed to move forward. Karen will consult the Town Office regarding alcohol in a town building in regard to the Paint & Sip event. The board is looking at April 27th as the date for the Paint & Sip. The board discussed the Geranium Festival Book Sale again as the back room needs to be reserved for May 18th & 19th. Instead of extending the sale another day, Sue suggested charging \$1 a bag for books after 2pm to both bring in money and help clear the books.

Old Business:

Building Cleaning Update:

HCRS candidate was ill and canceled the interview today. Sue had contacted Mastaler and the cost to clean the library and the bathrooms once a month is \$50. Additionally, the windows would be \$120 and a carpet cleaning would be \$200, if the board was interested. It is unclear if the library board would need permission from the Community Center board to have the bathrooms cleaned. Sue will request a price from Mastaler if the library does not get clearance to clean the bathrooms. Torrey will reschedule the HCRS interview and get additional information on the process.

Open Library Trustee Position:

Torrey will be posting for the open library position on Front Porch Forum.

2017 Annual Appeal Update:

Karen reported an additional \$25.

New Business:

VT. Department of Libraries Speaker Grant:

Tabled until next meeting.

Volunteer Recognition:

Tabled until next meeting.

Recorded Books:

The board discussed a service that gives patrons access to a list of audiobooks and decided to approve the \$375 one year contract.

The board thanked Dave for his years of service on the library board, as this was his last meeting. His work and dedication to the library is very much appreciated.

Torrey made a motion to adjourn and Dave seconded. The motion was approved unanimously and the meeting adjourned at 6:26p.m.

Respectfully Submitted,

Torrey Luker