

**Lydia Taft Pratt Library
Board Minutes**

March 22, 2018

DRAFT

Board Members & Librarian: Barb Clark, Sue Kern, Torrey Luker, Karen Cawrse
Guests: Nicoal Price, Melissa Worden & Harold Newell

Call to Order:

Sue called the meeting to order at 4:11p.m.

Additions to the Agenda:

There were no additions to the agenda and the board decided to postpone the reorganization of positions on the board until there was a full board.

Trustee Candidates:

Sue introduced trustee candidates Nicoal Price and Harold Newell. Both candidates shared information about their connection to Dummerston and libraries. Sue will be notifying the Select Board to have Nicoal appointed to the 5 year trustee position and to have Harold appointed to the 4 year trustee position. This appointment will only cover the year and Nicoal and Harold will have to petition and run for the positions next year.

Geranium Festival:

This agenda item was moved up as Melissa kindly attended to offer help as a volunteer for the event. Sue updated the group that Laurie Frechette will be helping out with the food tent again this year. John Pinkney will be helping organize and publicize the book sale event. Torrey will be ordering the geraniums from Walker Farm this year and Barb will be sending her information on past orders. Kevan and Chris O'Donnell, new library volunteers, have agreed to volunteer for the event. Janice Duke also volunteered and Jean Newell will be handling the money again this year. Melissa said she would help with the book sale organization on the day before the event, the day of the event and will stop by, when available, to help sort incoming book donations. Melissa will also be bringing the WB Mason paper boxes to help organize books. Pam McFadden is not available to run the Silent Auction this year but sent her spreadsheet. Sue suggested a committee of 2 or 3 people could work on contacting the possible donors. Karen presented an updated letter of request which will greatly help when connecting with donors. Sue added that the board also needed someone to handle the publicity before the event. There is currently a conflict with the room rental for the set up day, on May 18th. The group that currently has the Community Room might be able to move to the smaller front room. Barb will get more information at the Community Center Board meeting. If the other group needs tables, Sue asked Barb if we could get an idea of how many tables as the library may need to borrow tables from the church for the book sale event. The board thanked Melissa for attending.

Treasurer's Report:

Sue presented the report to the board. The annual appeal is currently at \$2,465.00. A warrant was also presented, dated March 2018, with expenditures totaling \$354.81. Torrey made a motion to approve the warrant, Barb seconded and the motion was approved unanimously.

Librarian's report:

Karen reported that 9 children attended Story Time today.

Karen presented her report:**Statistics: February 22 - March 21 (11 days and 1 snow day)**

Adult Visits: 115

Children Visits: 42

Library World Transactions:

Checked out: Books 197 Other (DVD, Audio) 12

Renewed: 3

Grange Lunch on 2/28:

Visitors 7

Books 4

Other (DVD, Audio) 1

Coming Events, in chronological order:

1. Monday, March 26, Article for the Views is due. Karen will be sending the article to Sue for review.
2. Recorded Books subscription begins. The first step is downloading the app to your computer, phone or tablet. Sign in instructions will be available at the library and announcements will be posted on Facebook and Front Porch Forum. Cost is \$375 a year and is based on total circulation for the last completed fiscal year. We are paying the minimum. This is a trial year, to be continued if enough people use the service. I request that the cost be budgeted in future years as a line item, like Library World. I request that the cost be appropriated from surplus in equipment as opposed to book/materials budget.
3. Tuesday, April 3 at 11:00 a.m., at the library, the Board will meet with Lara Keenan, Vermont Department of Libraries consultant.
4. Thursday, April 5 at 12:30 p.m., Story Time.
5. Thursday, April 19 at 12:30 p.m., Story Time.
6. Thursday, April 19 at 2:00 p.m., Community Room, the Book Group will meet to discuss The Glass Castle by Jeanette Walls. May selection is Stranger in the Kingdom by Howard Frank Mosher.
7. Thursday, April 26 at 4:15 p.m., Library Board Meeting.
8. Saturday, April 28, 9:30-12:30, at Brooks Memorial Library, Torrey will attend the Regional Trustee Training.

9. Monday and Tuesday, April 23-24, Karen will attend the Veli-Stem training at Lake Morey. Coverage is needed for Tuesday, 2:30-7:00p.m. Sue suggested contacting volunteers and said she could cover from 5-7pm if no one was available.
10. Saturday, July 14 at 10 a.m., Community Room, Ukulele Workshop, summer reading program, awaiting room confirmation from Jean.
11. Friday, May 4, 7:00 p.m., at the Library, Paint & Sip with Elinor Katz. All supplies are provided. Only non-alcoholic beverages will be served. We will also need people to bake or provide snacks for the group. The room reservation was confirmed for this event. There is space for 12 and we hope to fill them all. Price is \$35 per person with \$5 back to us. Room rental cost, per Jean, is \$40 for the evening.
12. Saturday, August 4 at 10 a.m., Community Room, Southern Vermont Natural History Museum's Mike Clough will present a live animal program. This will close the summer reading program Cost is \$150.

Programs:

1. Story Time 2/22 had 6 children and 2 adults.
2. Book Club on 3/15 had 7 adults.
3. Story Time on 3/20 had 3 children and 1 adult (unscheduled).

Grants:

Speaker's Grant was submitted to the VT. Dept of Library for the Ukulele Workshop with Jake Geppert. Karen requested Saturday, July 14 at 10:00 a.m., Community Room, and is waiting for confirmation from Jean. The library will be receiving the \$200 Speaker's Grant.

Vermont Community Foundation has suspended its Small Grants Program. Alternatively, Karen will investigate *Vermont Humanities* to bring in a memoir writing workshop with Deborah Luskin, but the date will be pushed out and may not take place until next year.

Renovations:

The Community Center stated that the state inspector did not approve blocking the second exit door in the corner adjacent to the hallway. Therefore, Stanley Evans will build a deep bookcase the height of the existing ones along the same wall. He will supply nails, caulking, stain and his time and labor. Cost should be around \$100. Karen would like Stanley to proceed. It was also approved that the pipe protruding from the floor can be cut down to floor level.

The board then discussed the second exit door and both Sue and Harold questioned the safety of this second fire exit. Harold added that both library doors, if checked by a state inspector, should swing out. Sue said that the ladders and other items stored in the hallway blocked the second exit and the board questioned whether someone could get through that door if there was an emergency. Barb will bring this information to the Community Center board.

3 Generations Collaborative:

Karen met with Janis, the organizer. They agreed to work with the library to put together, and hopefully set up, the Story Walk(s) this spring. A volunteer will assist Karen on 3/29 with laminating and setting up the story pages.

Karen added that she had not yet heard back from Dummerston Cares but we hope to collaborate on programming.

Old Business:

Building cleaning:

Sue presented the cleaning quote from Mastaler. The original quote for cleaning the library and the Community Center bathrooms once a month was \$50 per month. As the Community Center was not interested in joining the library in hiring a cleaning service, the updated quote, for just cleaning the library, was \$40 a month. Sue asked Barb to relay the low price of \$10 a month to have both the Community Center bathrooms cleaned monthly to see if they were at all interested. Torrey made a motion to move forward with hiring Mastaler to clean just the library and Barb seconded. The motion was approved unanimously and Sue will contact Ryan at Mastaler. If the Community Center was interested in joining the library in hiring Mastaler, the library board could then explore how to add the bathrooms back into the contract, perhaps with the Community Center having their own contract.

New Business:

Community Room Use:

As discussed earlier in the meeting, there has been some issues with getting confirmation on renting the Community Room. Karen is unable to book speakers until she hears back on the room rentals, meaning the library might not be able to book speakers. Barb will bring this topic up at the next Community Center board meeting to see if there is a way to make this process easier for both the Community Center and the Library. Also, Sue was interested in a list of rental fee costs so the library could plan ahead for costs as the fees do not seem consistent.

Snow Removal:

Karen and Torrey reported that the snow was not removed from the Community Center stairs and ramp on Thursday, March 8th. Karen cleared the stairs and Torrey cleared the ramp. Barb will bring this information to the Community Center board to let them know and perhaps there might be a better way to communicate with the person in charge of clearing the front entrance. Torrey added that someone from a disability group visited the library that day, right after the ramp was cleared, and the Community Center might have been reported for an ADA violation if the library was not accessible.

Volunteer Recognition:

Torrey and Sue are interested in hosting some kind of thank you tea or lunch for the library volunteers. Also, the board was interested in honoring Dave Patriquin and Cynthia Patriquin, along with volunteer Eleanor Emery, at the Geranium Festival, for their years of library volunteer work. Further discussion on how best to honor them is needed.

Additional:

Sue added that she had been in contact with the Morris dancers to perform at 11am for the Geranium Festival. Torrey asked if a box to collect clothes/shoes for Syrian refugee children (through the Brattleboro based non-profit, Carry Me Home) could be added to the library for just a week. There was currently a box at the Dummerston School. Barb and Sue expressed concern on having to allow all additional asking charities to collect at the library. Harold added that he felt that we should be focusing on American children and doubted the clothes reached the refugees.

Torrey made a motion to adjourn and Barb seconded. The motion was approved unanimously and the meeting adjourned at 5:53 p.m.

Submitted Respectfully,

Torrey Luker