

Lydia Taft Pratt Library

Board Minutes

September 25th, 2018

DRAFT

Board Members Present: Sue Kern, Jeanne Bristol, Harold Newell, Torrey Luker and Karen Cawrse (Librarian)

Not Present: Nicoal Price

Call to Order:

Sue called the meeting to order at 6:10 p.m.

Additions to Agenda:

Sue added the discussion of the Annual Appeal Letter to New Business.

Treasurer's Report:

Harold presented the treasurer's report, which the board reviewed.

Warrant Approval:

Torrey made a motion to approve the September warrant for the total of \$473.80 and Jeanne seconded the motion. The motion was approved unanimously.

Librarian's Report:

Below is Karen Cawrse's report:

Statistics for August, 2018:

Attendance		Saturday Attendance
Adult Visits	143	8/4 9 adults
Children Visits	33	8/11 9 adults, 2 children
		8/18 24 adults, 17 children
		8/25 8 adults
Total:	183	50 adults, 19 children
Circulation		
Library World check-out	books	225
DVD/Audio		14
Manual check-out/book club/ILL	17	
Total:		256
Grange Lunch	8/8	8/22

Visit:	no volunteer	13
Books :		6
Other (DVD/Audio)	3	

Programs:

STEM Story Time 9/13 had 0 children and 0 adults.

Summer Reading Program Final Report: Eleven children signed up for the SRP. Seven came in to receive completion certificates and prizes. Two programs, Ukulele Workshop (9 adults and 8 children) and Vermont Natural History Museum (20 adults and 18 participants) were well attended.

Community Book Discussion 9/20 had 18 adults. A lively discussion took place and, at the close of the program, the suggestion was made to tie the Vermont Reads selection to a similar event in future years.

Other Business:

Summer Saturdays: The total attendance for July and August was 74 adults and 26 children and total materials circulated was 120.

Little Free Library: Once we have chosen wording for the sign, the registration will be submitted. Proposed wording: Sponsored by Lydia Taft Pratt Library for the Dummerston Community.

Book Cart: I request the purchase from the equipment budget of a slender book cart for shelving returned books for approximately \$230.00.

Views of Dummerston: Article for Fall issue was written and submitted. I included a wish list. Below is an excerpt:

Although we can't accommodate large book donations until spring when we're prepping for our annual book sale, we're always happy to accept your donations of new or gently read NY Times Best Sellers, audiobooks, and DVDs. We also accept donations of supplies such as banker's boxes (need 6), board games, and puzzles. Your good condition paperbacks and magazines are always welcome at our book swap just outside the library door. Currently we need a desk for the circulation area. Desk should be no longer than 6 feet wide and 27" deep. Metal is preferred, with drawers on both sides and a closed front panel.

OLD BUSINESS:

Volunteer Recognition Follow Up:

The event was nicely attended and a few of the surveys had been completed and returned. Torrey will be distributing surveys to volunteers unable to attend.

Little Free Libraries (LFL) Update:

Torrey made a motion to officially have the LTP Library sponsor a LFL that will be set up at the Town Office. Jeanne seconded the motion, which was approved unanimously. The board also approved the wording for the sign, reading: Sponsored by Lydia Taft Pratt Library for the Dummerston Community. The board thanked Laurie Frechette for her support in making the LFL possible and for the approval of the Select Board to hang the LFL on the Town Office. Additionally, the board thanked Dave Patriquin for his work building the little library. Karen added that she would visit the Town Office LFL twice a month to stock the library with hard cover books. There was also a discussion of possibly adding a LFL in the school, if Dave was interested in building another library.

Mail Box Update:

Karen talked to Lee Chamberlin and he did not recommend having a mailbox at the top corner of the library driveway due to snow plowing. Lee suggested talking to the mail carrier about possibly delivering the mail down at the Community Center building. Harold will check with the mail carrier and if delivery at the CC building is possible, the board will talk to the CC board. Harold presented a locking large mailbox that could be used but will wait on ordering due to pending discussions with postal service and CC board.

Planning Calendar:

After a brief discussion, Torrey and Sue will work on the planning calendar to present at a future board meeting.

Library Road Signs:

Lee Chamberlin approved the library road signs that, once ordered and delivered to him, he will post at both ends of West Street. Torrey made a motion to approve ordering of the library road signs and Jeanne seconded. The motion was approved unanimously.

By-Laws:

There was some concern that the date on the by-laws needed to be updated. Torrey will confirm the date as September 2018 and will e-mail the by-laws out to everyone again. Jeanne made a motion to approve the wording, with the correct date, and Harold seconded. The motion was approved unanimously. Torrey will send out the final version again.

NEW BUSINESS:

Book Cart:

Karen had presented the request for a book cart, totaling \$230.00 (with no shipping cost) to the Board. Jeanne made a motion to approve the purchase of the cart and Harold seconded. The cart was approved unanimously.

Rental Lease 2018-2019:

Torrey made a motion to approve signing the lease agreement from the Community Center for the library space from July 1st, 2018 through June 30th, 2019. Harold seconded and the motion was approved unanimously. The cost of the lease remains the same (\$2,200.00), with semi-annual payments of in January and June.

Library Use/Library Space:

Tabled until next meeting.

Draft of FY 2019/2020 Budget:

After some discussion on the process of the budget drafting and review, Sue presented a draft that she had worked on with Karen for FY2019-2020. The board reviewed the budget, with Sue noting an increase in librarian hours from 12.25 a week to 12.5 a week to allow Karen to attend and run library events outside library hours, which are 11.5 hours a week (with 2.5 hours on Saturdays, by volunteers, to be state compliant). Also, Karen was given a 1.5% increase in pay. The Town Support request was also increased by \$500 this year. Jeanne asked about the library and/or the CC buildings insurance coverage, which Sue will follow up on with the Town Office. Torrey thanked Sue and Karen for their work on the draft budget. The board decided no additional meeting was needed to review the budget, although it could be discussed at the regular October meeting.

Annual Appeal:

Tabled under the next meeting.

Additional:

Non-resident annual Fee - topic to be added to a future agenda.

Torrey made a motion to adjourn the meeting at 8:35p.m. and Jeanne seconded. The motion was approved unanimously.

Submitted Respectfully,

Torrey Luker