

Lydia Taft Pratt Library

Board Minutes

July 23rd, 2019

DRAFT

Attendees: Karen Cawrse, Jeanne Bristol, Jessica Nelson, Sue Kern, Torrey Luker
Unable to attend: Deb Ayer

Torrey called the meeting to order at 6:19p.m. and there were no additions to the agenda.

Minutes:

Sue made a motion to approve Deb's previous minutes and Jeanne seconded. The minutes were approved unanimously.

Community Center Report:

Jeanne shared updates about the CC with the board in regard to their 5 year plan and upgrades to the building.

Treasurer's Report:

Jessica presented the report and the warrant. Due to missing information, the report will be updated and redistributed at the next meeting. Sue made a motion to approve the warrant and Jeanne seconded. The warrant was approved unanimously. The expenditures for the warrant were \$273.98 and the income was \$1,315.00.

The library received \$1,300.00 from the Dummerston Community Chest and the board thanked the Community Chest for this very generous donation.

Librarian Report:

Karen presented her report to the board:

June statistics:

147 adult visits and 61 children visits with a total of 208.

Circulation: 265 for books and 14 for DVD/Audio books

Outreach:

Grange lunch: 34 visitors resulting in 15 books and 2 DVD/Audio books being checked out.

Book Club: 6 adults on July 18th meeting and the August book selection is *Summer* by Edith Wharton. Representatives Hashim and Mrowicki will be returned for "Ask Your Representative," starting on Saturday, August 3rd at 9:30a.m. There are 10 children enrolled in the Summer Reading Program. There were 5 children and 8 adults at the July 11th event and 6 children and 4 adults for the July 20th event.

Other library updates:

- Through the free Scholastic Read-A-Palooza program, Karen is collecting children's books for the school Little Free Library. The box is in the library and will be there until the end of August.

Old Business:

New Library Hours:

The Saturday volunteers have been contacted about the potential new Saturday hours of 10am-1pm. After discussion, Sue made a motion to change the library hours, starting the week of September 15th, to Tuesdays from 2-6pm, Wednesdays from 1-5pm, Thursdays from 1-5pm, and Saturdays, from 10am-1pm. Jeanne seconded the motion and the motion passed unanimously. Publicizing the library hours change was further discussed. Karen will be ordering new signs for the library and Jessica will be looking into the cost of printing magnets with the new hours. Karen will advertise the new hours through the Town Office, Facebook, Front Porch Forum and a flyer to the school.

Library Closing Procedure:

Karen presented a written procedure for the board to review. The last line was changed to: "In all cases, the librarian will notify the board and publicize the closing." Torrey made a motion to approve the procedure, with the changes, and Jessica seconded. The motion and procedure were approved unanimously.

Mailing Labels for Annual Appeal:

In preparation for hopes to mail the annual appeal letter earlier this year, Jessica and Torrey will be reviewing the new postage procedure and contacting Laurie at the town office to request the mailing list via e-mail. Torrey will start a draft appeal letter.

Volunteer Recognition Plan:

The board discussed writing a letter of thanks to all the volunteers with a token of appreciation. This topic will need to be discussed further.

Fall Raffle:

Karen presented an idea of raffling off the un-won Silent Auction weekend stay that Cheryl Wilfong had donated. The raffle for the "Retreat" stay can be paired with items for a "harvest raffle." The idea of having a table at the Apple Pie Festival was also discussed. Jeanne will be checking to see who the contact person would be for a table space. Torrey will contact Cheryl to confirm use of the donated weekend for the raffle.

Jessica made a motion to adjourn the meeting and Jeanne seconded. The motion was approved unanimously and the meeting was adjourned at 7:28p.m.

Respectfully Submitted,

Torrey Luker