

**Lydia Taft Pratt Library
Board Minutes**

June 26, 2018

DRAFT

Present: Karen Cawrse, Sue Kern, Torrey Luker, Harold Newell, Nicoal Price
Guest: Jeanne Bristol

Call to Order:

Sue called the meeting to order at 6:10pm.

Additions to the Agenda:

Sue added updating the bylaws to reflect the new date and time of the meeting to the agenda.

Karen noted that the computer is in need of anti-virus software and would like to find someone to help choose the software.

Approval of Minutes of Previous Meeting:

Final minutes from the May 24 board meeting had not been distributed at the time of the meeting. Torrey made a motion and Harold seconded to approve the draft minutes from the May 24 board meeting. Nicoal will send out the final minutes ASAP and the board will let her know if there are any issues.

Treasurer's Report:

Sue presented the treasurer's report and a copy of the 2018--2019 budget, which goes into effect July 1.

Harold brought up a question about the treasurer's report and whether it should include tax money from the town. Sue explained that town funds only cover personnel. Charlotte sends quarterly reports with more details.

Torrey made a motion to approve a warrant in the amount of \$1430.44. Nicoal seconded.

Librarian's Report

Karen presented her report:

Statistics:

<u>Attendance</u>	
May 24-June 21 (13 days)	
Adult Visits:	94
Children Visits:	43
Total:	137

Circulation

Library World check-out

118 adult books
63 children's books
17 DVD/Audio

Manual check-out: 0

Total: **198**

Grange Lunch 6/13

Visit: 7 (+2) = 9

Books: 3

DVD and Audiobooks: 1

Programs:

STEM Story Time 5/24: 4 children, 2 adults

STEM Story Time 6/14: 3 children, 2 adults

Book Club held June 21 had 4 adults. Selection for July 19 is "Galileo's Daughter" by Dava Sobel. Copies are available now.

Story Walks:

Green Mountain Camp is interested in Story Walks to be set up/delivered in collaboration with 3 Generations Collaboration. Community Center agreed to have a Story Walk set up and taken down in conjunction with their Rummage Sale on Saturday, June 30. Janice from 3 Generations will take the story walk down at the end of the sale and take it to Green Mountain Camp, where it will remain for the summer.

Renovations/Projects:

Bookcase: Stanley Evans measured and discussed the project which will include: one new bookcase, repositioning of current narrow bookcase and hutch, cutting off pipe to floor level, positioning printer on hutch. Melody will stain the new bookcase and will help clear out the area behind Karen's desk.

Summer Reading Program:

The school distributed registration forms to all students. So far, eight children have signed up. We will need prizes (new toys/books). Our first program is the free Ukulele Workshop for all ages on Saturday, July 14, at 10 a.m. Snacks of lemonade and cookies or baked goods are needed. Pre-registration is required. Karen will attend to coordinate the event.

Summer Scheduling:

Karen surveyed the current Saturday volunteers about coverage in the months of July and August. All Saturdays except August 11 are covered. That date is to be confirmed.

Grants:

Vermont Reads 2018: We were awarded 25 copies of "Bread and Roses, Too" by Katherine Paterson. Copies will be distributed to our book club and at the Grange Lunches in July. A book discussion will be held, open to all, on August 16 at 2:00 p.m. (our regularly scheduled book club day) at the Community Center. A second event, to be determined, will be scheduled for September or October.

Better World Books Literacy Grant: Grant was submitted May 31 requesting books, audio books, and DVDs for seniors.

OLD BUSINESS

Trustee Appointment

Harold made a motion to appoint Jeanne Bristol as a library board trustee for the remaining year. Torrey seconded.

Geranium Festival Totals

The report from Charlotte showed a total of \$1,557 raised at the Geranium Festival. This did not account for a \$382 bill for geraniums from Walker Farm.

It was suggested that next year we explore lower prices for the flowers by asking for wholesale prices, soliciting a discount/donation, or using a different nursery.

Torrey also suggested we include a children's activity next year and have a separate meeting to discuss fundraising ideas.

Volunteer Recognition

Planning for the September volunteer recognition night should begin ASAP. We will need food and gifts--and a musician for entertainment, if possible. Torrey volunteered to help with planning and gifts.

Karen reserved the Community Center room for the event. About 15 volunteers will be invited.

Summer Saturdays

Little Free Libraries

Harold received permission to locate a Little Free Library at the West Dummerston Baptist Church on West Street. The original location discussed was in the pull-off at the church, but that area is not plowed regularly during the winter. It will be installed near the road instead. Harold will discuss the building/placement of the library with Dave Patriquin and look into having a sign made locally rather than purchasing one from the LFL organization.

Mailbox

Karen distributed Information regarding switching from a PO box to a street side mailbox by email on June 6.

In order to reduce costs and make receiving mail more convenient to the library's open hours, Karen looked into placing a mailbox on West Street rather than using a PO box. The box can be large enough to accommodate boxes of books and could have a locking option for security.

Another option could be to acquire a smaller PO box for \$63 a year. We currently pay \$90 for a larger PO box. Payment is due now, so Karen will look into paying for half a year (\$45) rather than a full year.

For either option, the library's mailing address will need to be changed anywhere it is printed/published. There is a dispute about the library's physical address. We need to confirm whether it's 150 or 156 West Street. Google lists the library as being on Lyons Street.

Harold made a motion to install a mailbox on West Street. Nicoal seconded.

Karen will ask the town clerk about mailbox placement and tell the Community Center about plans for the new mailbox. Harold will investigate mailbox options and prices at Brown & Roberts and report back at the next meeting.

Library Trustee Training Report

This item was tabled and could possibly be discussed at a special meeting regarding library goals.

Torrey suggested the board create an annual calendar to organize when tasks and planning should occur throughout the year. This item will be added to July's meeting agenda.

NEW BUSINESS

Summer Board Meetings

Sue will be out of town during July and August but will be available by phone. Torrey will chair the board meetings for those two months.

Revision of Bylaws

This item was tabled. Trustees will read current by-laws prior to next meeting. The bylaws need to be revised because the meeting time/day has changed since they were last updated.

Harold made a motion to adjourn and Torrey seconded. The motion was approved unanimously, and the meeting adjourned at 7:50 pm.

Submitted by Nicoal Price