**Lydia Taft Pratt Library** 

**Board Minutes** 

**September 25, 2019** 

**DRAFT** 

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

Sue called the meeting to order at 5:40 pm.

Additions to Agenda: None

MINUTES: Motion by Jessica to approve the August 27<sup>th</sup> Board Meeting, seconded by Jeanne. Passed.

Janice Duke, who passed away September 5, was remembered for her contribution to the library as a longtime volunteer who had given up her volunteer hours only a month ago, as well as a former Library Board Trustee.

Trustee Candidate: Possible candidate was unable to attend.

### TREASURER'S REPORT:

Budget Report: Jessica submitted the August Budget Report for the Board's review.

Warrant: Jeanne made a motion to approve the July Warrant. Jessica seconded. Warrant approved.

# LIBRARIAN'S REPORT:

# **Statistics for August 2019:**

### **Attendance**

Adult Visits 179
Children's Visits 57
TOTAL 236

#### Circulation

Library world checked out books

DVD/Audio

22

Manual check-out/book club/ILL

TOTAL

326

Visitors	19		22	2
Books	7	7		10
Other (DVDs, Audio books)	10		3	
Interlibrary Loans	Requested		Filled	
Borrowing		5	14	
Lending	9	4		

Programs: Karen reported that book club is ongoing and well attended. Scholastic Read-A-Palooza received donations of 70 books for the Little Free Library the library maintains at Dummerston School. Halloween Open House events were discussed. A possible future program: a rare book appraisal this winter. Karen met with Mary Ellen Copeland and Judy Fink from the Dummerston Conservation Committee to discuss joint programming ideas. Karen is setting up a Mailchimp account for group emailings and Jessica volunteered to send out emails when the program is set up.

#### OLD BUSINESS:

Budget: Jessica and Sue presented the draft of the FY2020-2021 budget developed with input from Karen. After discussion, Jessica made a motion to approve the FY2021 budget. Jeanne seconded. Motion passed. Jessica will submit the budget to the Selectboard.

Annual Appeal: A draft letter is being developed and will be distributed to the board next week. Mailing is scheduled for late October or early November.

Menezes Bequest: Sample press release reviewed and modified. It will be sent out next week.

Community Center Board Report: Jeanne presented the idea of a possible outdoor program on Halloween to the Center Board, which requested more information. Since the program requires more planning time, the idea was tabled for this year.

Long Range Plan: Ongoing discussion of increasing usage and improving the facility.

Fall Raffle: Raffle will be held through October. The library will have a table at the Apple Pie Festival. Jessica will set up the table and cover from 8-10. Jeanne will relieve her from 10-12. Jeanne will again bring the raffle to the Grange Lunches. Karen will also send out a press release announcing the raffle. Jessica has set up an opportunity to participate in the raffle on line.

Volunteer Recognition: Tabled until October meeting.

# **NEW BUSINESS**

Children's Library Cards: Karen is encouraging families to sign up for separate library cards, including ones for school aged children. She will survey local libraries about any policies or procedures they may have.

Meeting adjourned at 7:35 pm. Motion by Jessica, seconded by Jeanne. Passed.

Submitted by Sue Kern