

August 2016 Board of Trustees Minutes

Attending:

Rachel Alexander: A; Mike Brochu X; Betsy Bloomer A; Heather Cooper A; Hurley Cavacas X; Anita Duch X ; Sherri Durgin-Campbell X; Doris Farenkopf X; Joan Gamble X; Kay Jones X; Jude Endrizal X; Betsy Reddy X; Cathy Reynolds X ; Stephanie Romeo A; Abby Noland X; Randal Smathers A; (X is present, A is absent)

Liz McRae - She works at the Circulation Desk and is a part timer. She also has a variety of tasks including ordering books for children and adults, interlibrary loans, and ordering the books for the book discussions.

Amy Williams is from Ohio with a MLS from Kent State University. She is the Director of Chittenden Library. She is a circulation clerk for RFL and is working on the Catalog clean up project.

July Minutes: Corrections: Delete Development. No motion to pass. Under Financials, Fox Fund will drop by \$19,093.00 annually.

Moved; Cathy Seconded Kay; All Say Aye; Motion Passed

Monthly Financials:

July is first month of the fiscal year. Moved to accept financials; Cathy, Seconded Hurley. All Say Aye; Motion passed.

Assistant Director Report:

Randal is working on the desk since the library is short staffed.

Director's Report:

Abby presented the brochure for children's activities that is almost done. Abby and Deb Higgins are still interviewing for a new page. We received a small grant for courier system for interlibrary book delivery.

Circulation is still increasing. We now have the leaf motifs down on the floor so the kids can jump from leaf to leaf to the Children's area. Abby is making progress with the new Salsa program. The transfer of data must be done manually unless we pay for Salsa to do it. A motion was made to authorize up to \$2,000 to have Salsa transfer data by Cathy, seconded by Betsy. All say aye; Motion passed.

Committee Reports

Development Committee Report: Betsy R.

A fundraising reception will be held at Joan and Chip's home for Wednesday, Sept.28, 5:30 to 7:00 pm. The committee reviewed donors and came up with 70 who are invited including spouses. Mike requested an email go out to the board to save the date. Randal is working on draft of the Annual Appeal letter and envelope. The Committee still needs to have a meeting to review our donor and mailing lists. For the 2017 mini golf event Scott McCalla has agreed to chair.

Building Committee Report: Sherri

The bathroom renovation will begin soon. Permits have been sought and Giancola is scheduling as soon as everything is in place. The committee discussed the need for developing the Children's Area and are pricing to determine how to proceed. The plan is to work with Development to identify opportunities for collaboration. The committee has agreed to explore energy efficiency opportunities and grants in the coming months. SEC of Middlebury will be meeting with Abby and Cathy to discuss doing an energy analysis.

Executive Committee Report: Did not meet

Finance Report: Cathy Moved; Joan Seconded Hurley; All Say Aye; Motion passed

We met with US Trust team. We are bound by rules for Charitable Trusts. We had a discussion about past trust performance. Emma Green is the new person managing the fund. There is a change in the payout process that happened several years ago. On average our payment is down. The overage checks will get smaller and smaller and eventually stop. We should not budget for it because it is market dependent.

Cathy said they will look at our antiques to see if it is possible to not just store them while paying insurance.

The board reviewed and adjusted the 2016/2017 Budget. This revised budget will be the new standard for the rest of the year.

Personnel Committee: Kay: Cathy Moved; Hurley Seconded; All Say Aye; Motion Passed

Presented updated job description for Library Director and Assistant Director. Changes were suggested.

Steve Stitzel has been contacted and agreed to work on the union contract dispute.

Policy and Planning Report: Did not meet.

Old Business: None

New Business: None

Adjournment: Cathy Moved; Hurley Seconded; All say aye; Adjourned_____

Submitted by Secretary Sherri Durgin-Campbell