

**Wells Village Library Trustees**  
**Regular Meeting**  
**May 15, 2017-6:00 P.M.**  
**Minutes (Approved – July 17, 2017)**

---

**Present:**

Trustees: Alex Brewster, Michelle Bates, Lisa Mattison, Danielle Smith

Wells Village Library Staff: None

Guests: None

**1. Call to Order:**

Alex called the meeting to order at 6:05p.m.

**2. Additions, Deletions and Changes to Agenda:**

- a. Alex made a motion to change the previous practice of reading the minutes aloud at the board meetings. Moving forward minutes will be distributed in advance of the meeting for review by trustees. Danielle seconded and the motion passed unanimously.
- b. Update policies and procedures
  1. Committee formed with Joy, Alex and Lisa to update policies and procedures.
  2. Committee shall report back to board with updated information for approval.
- c. Press release datasheet
  1. Lisa developing master list of all PR sources for ease of use.
  2. List shall include full contact information along with posting deadlines.
- d. Summer Reading Program Kickoff
  1. We shall set date towards end of June for kickoff party.
  2. We will serve hot dogs, chips and drinks.
  3. Press releases to be issued and event coordinated with school.

**3. Consent Agenda:**

- a. Approval of minutes: March 16, 2017, April 19, 2017 (Regular and Special)
- b. Treasurer's Report
- c. Director's Report

After discussion, Danielle made a motion to accept consent agenda, Michelle seconded and the motion passed unanimously.

#### **4. General Public Comments:**

None rendered and no action necessary.

#### **5. Old Business:**

a. Basket Party results and follow up:

Lisa distributed a spreadsheet containing a financial breakdown of the event. In setting a date for next year, it was decided to avoid Green Up Day. A tentative date of May 19, 2018 was set until Lisa can check on availability with MWA.

b. Update on automation solution:

Alex provided the board a status report on the project. Phases of the project were discussed with initial implementation scheduled to begin this Summer.

c. Update on electrical work and fire alarm upgrade:

Electrical work is complete and installation of fire alarm is to be completed soon.

d. Outreach and collaboration with other libraries:

Discussed possibility of trustees visiting other libraries such as Middletown Springs and Poultney to generate ideas on space efficiency, events, programs and grant opportunities.

#### **6. New Business:**

a. Annual Book Sale- July 7 & 8, 2017:

Discussion ensued regarding continuing tag sale, expanding baked goods offered, need to streamline quantity of books based on best sellers, addition of other food items and adding an onsite raffle to generate extra revenue. It was determined the tag sale should be eliminated, baked goods offered should be expanded, books offered will be streamlined, no additional food will be offered and an onsite raffle was favored. Potential prizes for the raffle were discussed. Michelle suggested holding a pre-sale raffle for a big ticket item for next year. Volunteers and setup were also discussed.

b. Update on Summer children's program- "Build a Better World":

Discussed program being a combination of reading and hands on activities. Our program will start with a party on the green on a date to be determined.

c. Internet service upgrade:

Connection speed is becoming an issue with multiple computers. Discussed need to investigate available packages and cost. Alex to report back with information.

d. The board would like to extend a hearty thank you to Ron and Judy Bremmer for donating their time to weed and mulch our gardens.

**7. Policies:**

None this month.

**8. Set Next Regular Board Meeting:**

July 17, 2017 at WVL, 6:00PM

**9. Executive Sessions:**

No action necessary.

**10. Other Lawful Business:**

None rendered and no action necessary.

**11. Adjournment:**

Alex made a motion to adjourn the meeting. The motion was seconded by Lisa, and the board voted to adjourn at 8:05p.m.

Respectfully submitted,  
Danielle A. Smith, Secretary