

Wells Village Library Trustees
Regular Meeting
July 17, 2017-6:00 P.M.
Minutes (Approved – September 18, 2017)

Present:

Trustees: Alex Brewster, Michelle Bates, Becky Corey

Wells Village Library Staff: Joy Brewster

Guests: None

1. Call to Order:

Alex called the meeting to order at 6:01p.m.

2. Additions, Deletions and Changes to Agenda: NONE

3. Consent Agenda:

- a. Approval of minutes: May 15, 2017

Becky made a motion to approve the minutes, Michelle seconded and the motion passed unanimously.

- b. Treasurer's Report:

No report presented.

- c. Director's Report:

Michelle made a motion to approve the Director's Report, Becky seconded and the motion passed unanimously.

Since we did not have a treasurer's report, we voted on the items separately.

4. General Public Comments:

None rendered and no action necessary.

5. Old Business:

- a. Book & Bake Sale results and follow-up:

We made a total of \$1,149.80 at this event, which is less than the prior year. We forewent the box sale promotion during the last few hours of the event. Instead, we decided to reduce the cost of our books to repurpose and distribute as many books as possible for the duration of the event. We also raffled a \$100 gift certificate for the Northshire Bookstore and had a larger assortment of baked goods, which worked

out very well. Joy and Lisa will send out thank you notes to those who assisted in the success of this event. Special thank you to the MWA for the donation of the space!

- 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 later this year.
- c. Update on electrical work and fire alarm upgrade:
All work has been completed on these projects.
- d. Outreach and collaboration with other libraries:
This is an ongoing item. No information was presented at this time.
- e. Update on Summer children's program:
First session: 7 children.
Second session: Poor weather – 1 child.
Origami event: 7 children and 3 adults.
- f. Internet service upgrade:
This is an ongoing item. No information was presented at this time.
- g. Possible grant opportunities:
We are continuing to gather additional information.

6. New Business:

- a. Align fiscal year with the Town of Wells:
Discussion ensued and it was determined that aligning our fiscal year with the town would eliminate the need for our treasurer and Board to maintain two sets of bookkeeping records. This will streamline our current processes in meeting our reporting and budgetary needs moving forward. Our current fiscal year is January 1 thru December 31; whereas the town is July 1 thru June 30. A motion was made by Michelle that "Beginning retroactively on July 1, 2017, that the Wells Village Library will align their fiscal year with the Town of Wells." This motion was seconded by Becky and the motion passed unanimously. Thus, the prior fiscal year (January 1, 2017 to June 30, 2017) will be truncated and the new fiscal year will run from July 1, 2017 through June 30, 2018. As our treasurer, Lisa will create a year-end report for the January 1, 2017 to June 30, 2017 finances, as well as a current year's (July 1, 2017 through June 30, 2018) report for the next Board meeting.

- b. Gathering information for the 501(c)3 application:
We will continue to gather information to present at an upcoming meeting.
- c. Approximate start date for automation and the need for volunteers for data entry:
Update provided under old business.
- d. Set dates for next year's events pending space availability with MWA:
Basket Party – 5/19/18 and possible Book Sale – July 6 & 7, 2018.
Discussion ensued regarding continuing the book sale as a fundraiser.
The board members will generate ideas to present at our next meeting to further enhance this event to make it worthwhile for the effort expended.

7. Policies:

None this month.

8. Set Next Regular Board Meeting:

September 18, 2017 at WVU, 6:00PM

9. Executive Sessions:

No action necessary.

10. Other Lawful Business:

None rendered and no action necessary.

11. Adjournment:

Michelle made a motion to adjourn the meeting. The motion was seconded by Becky, and the board voted to adjourn at 6:38p.m.

Respectfully submitted,
Alex Brewster, Acting Secretary