

**Wells Village Library Trustees
Regular Meeting
September 18, 2017-6:00 P.M.
Minutes (Subject to Approval)**

Present:

Trustees: Alex Brewster, Lisa Mattison, Danielle Smith

Wells Village Library Staff: Joy Brewster

Guests: None

1. Call to Order:

Alex called the meeting to order at 6:04 p.m.

2. Additions, Deletions and Changes to Agenda:

Joy plans to update the lost/damaged book policy and present to the board for approval.

3. Consent Agenda:

a. Approval of minutes: July 17, 2017

b. Treasurer's Report

c. Director's Report

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

4. General Public Comments:

None Needed, None Taken

5. Old Business:

a. Book Sale:

Discussion ensued regarding whether to continue the long-standing tradition of holding this event. We will discuss possible changes to increase

revenue in the coming months. Alex made a motion to hold the sale next year, Lisa seconded and the motion passed unanimously.

b. Status on automation of library:

We received a \$650 grant from the state to cover some of the costs for the first year. Alex is working with the software vendor, Autographics to get our database ready for data entry. Alex will order the scanner, barcodes and patron cards within the next two weeks. We will initially use the librarian computer at the other desk until the system is live, then we will acquire a laptop and receipt printer that will go onto the main desk.

c. Outreach and collaboration with other libraries:

This is an ongoing item. No information was presented at this time.

d. Update on Summer children's program:

Attendance was inconsistent. Discussed perhaps changing time as well as offering more crafts and events next year.

e. 501 (c) 3 application:

There is not currently a need to pursue this item as we are covered under the town's tax identification number.

f. Status on aligning our fiscal year with the Town of Wells:

Completed.

g. Status of dates for next year's primary events:

Waiting for confirmation.

6. New Business:

a. Halloween Party:

We will continue our tradition of being open in the evening on Halloween and distributing treats. The ice cream truck will be here as well.

a. Computer system upgrade:

Wells Village School donated a few computers which Alex will update and replace some of our existing stations. We will be upgrading our internet

connection as we have outgrown our current connection. We also discussed making room for another computer station.

- c. Space Utilization- How to increase collection size within building constraints:
All agreed card catalog not needed. Discussed removing display case to replace with an additional computer station.
- d. Holiday tree lighting program participation and the need for volunteers:
We will provide hot chocolate and baked goods at this event.
- e. Volunteer/paid substitute recruiting ideas:
We will explore possible solutions to present at a future board meeting.

7. Policies:

None this month.

8. Set Next Regular Board Meeting:

November 20, 2017 at WVU, 6:00PM

9. Executive Sessions:

None needed, none taken.

10. Other Lawful Business:

None needed, none taken.

11. Adjournment:

Alex made a motion to adjourn the meeting. The motion was seconded by Lisa, and the board voted to adjourn at 7:19 p.m.

Respectfully submitted,
Danielle A. Smith, Secretary