

**Wells Village Library Trustees**  
**Special Meeting**  
**April 16, 2018-6:00PM**  
**Minutes (Approved - April 25, 2018)**

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**Present:**

Trustees: Alex Brewster, Lisa Mattison, Michelle Bates, Becky Corey, Ron Dreher

Wells Village Library Staff: None

Guests: None

1. Call to Order **(Action)**

- Alex called the meeting to order at 6:04pm.

2. Additions, Deletions, Changes to Agenda **(Action)**

- Monthly meetings - scheduling and not at dinner time

3. New Business: **(Receive Information & Possible Action)**

a. Planning for basket party to be held on May 19, 2018.

- i. The Board reviewed the list of identified locations for asking for gifts and determined who will be approaching each venue this year. Alex will update and distribute this list.
- ii. If we think of someone to approach who is not on the list, we will email the rest of the board and let them know so we do not repeat requests.
- iii. We reviewed the poster and made the suggestion to amend the address to read VT Route 30 instead of MWA Loop. Alex will print them in color. When we go somewhere to ask for a donation, we will ask them if we can post a flier.
- iv. Lisa will take the lead on media outreach this year. We also discussed placing an ad in the Manchester News Guide. Lisa will research advertisement prices and determine what it will take to place one.
- v. Becky was able to secure two director chairs from Telescope.
  1. We discussed pre-selling tickets. We aren't sure if we can pull that off. It would help to raise profits. If not, we definitely want to have someone at the table to push those tickets.
- vi. We discussed items for the kitchen and determined to keep mostly the same items this year and try to get as many donations as possible this year.

b. Setting regular meeting schedule: We determined to meet on the 4th Wednesday of the month (every month) moving forward. We are also changing the time to 7:00pm. Upcoming meetings are currently scheduled for April 25th and May 23rd. We need to find another meeting day & time for the June 27th meeting, as that date does not work.

4. Set Next Regular Board Meeting: **(Action)** (Anticipated April 25, 2018 at WV, 7:00PM)

5. Executive Session **(Discussion & Possible Action)** (as warranted)

6. Other Lawful Business **(Information Gathering Only)**

a. Suggested agenda items for next meeting/upcoming meetings:

- i. Finalizing plans for the Basket Raffle.
- ii. Beginning planning for Book Sale
  1. Can we run an ad between Mother's Day and Memorial Day? Cost?
  2. Talk about mailing, other logistics.
- iii. Scheduling a June Board meeting that works for everyone (June 27th does not).
- iv. Nominating a clerk

- v. Discussion around proxy votes for this meeting or future meetings
- vi. Discussion of emails regarding Board business - carbon copy to everyone on Board
- vii. Other fundraising ideas
  - 1. Question - have we spoken to MWA about scheduling a bingo?
- viii. Update on library books not currently being stored at library (Alex has some historical books that came from the barrister bookcases while repairs are being performed. These books will be returned once work is completed. He also has some "yellow dot" books for potential sale as a fundraiser as books of added value over our normal book sale price).
- ix. Discussion of automation status and plans.
- x. Recruiting Library substitutes
- xi. Updates on our projects including building/property maintenance and air conditioner.
- xii. Discussion of expanding community outreach from the library. An example could include monthly report in Friday newspaper that Wells people get with bestseller books, etc., and help from Board with suggestions for what to put in the article.

## 7. Adjournment **(Action)**

- Michelle made the motion to adjourn. Becky seconded the motion. The meeting was adjourned at 7:16pm.