

Wells Village Library Trustees
Regular Meeting
May 23, 2018 - 7:00PM
Minutes (Approved - June 11, 2018)

Present:

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

Wells Village Library Staff: Joy Brewster

Guests: Paul Woodruff

1. Alex called the meeting to order at 7:05pm.
2. Additions, Deletions, Changes to the Agenda
 - a. To new business: Library Director job description
 - i. Change of job title approximately 4 years ago (July, August)
3. Consent Agenda
 - a. Approval of Minutes: April 25, 2018
 - b. Treasurer's Report
 - c. Director's Report
 - i. Circulation and computer use update
 - ii. Summer Theme - Library's Rock
 1. Origami and Storyteller = special presentations
 - iii. Summer program tentatively scheduled for Thursday afternoons (usually 10 weeks)
 - iv. Basket Raffle baskets have started being delivered
 - v. Book sale donations are also already coming in.
 - d. Alex called for a motion to accept the consent agenda. Michelle made the motion. Becky seconded the motion.
4. Old Business
 - a. Basket Party & Book Sale
 - i. Lisa has raffle tickets available for the Telescope Furniture.
 - ii. Basket check-ins. Work in progress.
 - iii. Initial round of media coverage/outreach has been completed.
 - iv. Basket prep night Thursday, June 7th @ 7:00pm
 - v. Food sign-up may be done by email
 1. Popcorn (not chips)
 2. Mac & cheese
 3. popcorn
 4. baked beans
 5. hot dogs
 6. pasta salad (not mayo)
 7. chili
 8. baked goods
 9. drinks
 - vi. We discussed placing ads for the basket raffle and book sale. We still do not have pricing for advertising. Ron will research ad costs/options and then email the group so that we can make a decision.

- vii. Ron shared some potential donations he is working on from other libraries for the book sale.
 - b. Property Maintenance/Beautification
 - i. Ron & Judy Bremmer did the garden beds again this year. Joy will send them a thank you note.
 - ii. Edgar is going to get a new flag pole holder and install it for the flag out front.
 - iii. Chimney & walkway
 - 1. We have one quote for the chimney so far. We believe the Select Board will require at least a second quote. Michelle had someone do work at the farm who did a nice job. Lisa also has a few contacts suggested to her by Rich Holcomb.
 - 2. We do not have a quote for the walkway yet.
 - iv. Ductless air conditioner. Ron shared his thoughts on the importance of hiring quality vendors to complete the work, and giving a preference to local vendors when possible.
 - c. Nomination of clerk.
 - i. Michelle and Alex are both trying to find more information on the description for this position. We decided to table this discussion until the next meeting.
 - d. Fundraising Ideas
 - i. September 27th and 30th = Bingo @ MWA. We will split shifts when the event gets closer.
 - e. Expanding community outreach. Monthly newsletter?
 - i. Ron said he is planning to stop by the Dorset or Pawlet Library to see about their programming.
 - ii. Ron suggested that we work on publicizing new books each month (e.g. Free Press. Facebook. Front Porch Forum).
 - f. Discuss the possibility of voting by proxy if unable to attend a meeting.
 - i. Michelle spoke with someone at the League of Cities and Towns. He advised that you cannot vote by proxy. Skype, phone or Facetime are also fine for participation as long as at least one voting member is physically present in the library.
5. New business
- a. Library Meetings
 - i. Monday, June 11th is the next meeting
 - ii. We are going to try for the second Monday of the month at 7:00pm moving forward.
 - b. Discussion of process for sharing concerns about the library and moving forward together toward resolving them.
 - i. Working budget
 - ii. Job descriptions/performance reviews
 - 1. There are job descriptions for Assistant Librarian and Librarian. There is no job description for the Library Director.
 - 2. Performance reviews
 - iii. Org. Chart
 - 1. Including lines between Library Board and Select Board.
 - iv. Volunteer Systems/Processes
 - v. We decided to try to focus a meeting specifically on this topic to try to make more significant progress.
 - c. Budget and Library Priority Drafts.
 - i. Get plaque on shed for MWA (Joe Capron? Becky)
 - ii. Summer spending for adult bestsellers
 - 1. Set at \$300 (15 books) for the summer (through Sept. 1st)
 - 2. Keep Board apprised of book purchases throughout the summer (categories of purchases) as part of librarian's report.
 - iii. Request for Joy to provide more information about book purchases

6. For June 11th meeting - two agenda items only: Book Sale and Library Priorities
7. Next regular board meeting: June 11th 7:00pm
8. Michelle made a motion to adjourn the meeting. Lisa seconded the motion. The meeting was adjourned at 8:57pm.