

**Wells Village Library Trustees**  
**Regular Meeting**  
**June 11, 2018 - 7:00PM**  
**Minutes (Approved - 7-23-18)**

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**Present:**

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

Wells Village Library Staff: Joy Brewster

Guests:

1. Alex called the meeting to order at 7:03pm.
2. Additions, Deletions, Changes to the Agenda
  - a. We decided to skip the Director's Report this evening to focus on other topics.
  - b. Basket Raffle Wrap-Up
  - c. Follow-up on previous action items from prior meetings.
3. Consent Agenda
  - a. Approval of Minutes: May 23, 2018
    - i. Edit: Adjourned in the last line was missing the letter r.
  - b. Treasurer's Report
  - c. Director's Report
    - i. \$50 for month of June. All adult books.
    - ii. Some pre-orders will also appear over the next few months.
  - d. Alex called for a motion to accept the consent agenda. Michelle made the motion. Becky seconded the motion.
4. General Public Comment
5. Old Business
  - a. Basket Raffle Wrap-Up
    - i. Food sales: Overall, could raise our prices a little bit.
      1. Could charge more for popcorn
      2. Only sold 3-4 cups of coffee (weather dependent)
      3. Lots of people bought sodas from the soda machine
      4. Lemonade & ice tea only sold about 25%.
      5. Bottled water went well. We sold about 30.
      6. Would like to see 50 cents or 3/\$1 for baked goods.
      7. Hot dogs could have been \$1.50.
    - ii. Finances: write a check for petty cash in advance. Make a separate deposit with petty cash when it goes back.
    - iii. Furniture sales - The Telescope items were very generous. Tickets a little high for what we had this year. We will revisit next year to price them accordingly.
    - iv. Basket sales: would be nice to have a card on each basket that identifies it for announcements (like an index card - could be handwritten). We would need to have the basket prep night earlier in the week if we were going to be able to get those ready.

- v. Timing: if we have it after Memorial Day, there are more people in town. Next year June 1st, for example, would be after Memorial Day but farther in advance of the Book Sale. Lisa will reach out to the MWA to see if we can reserve the main hall.
- vi. Intermission: Based on the number of baskets. If we have less than 100 baskets, skip it or keep it to a quick 5 minute bio break.
- vii. Signs were great!
- b. Planning for Book Sale
  - i. Flier preview. Set and ready to post.
  - ii. Schedule for help with set-up and clean-up:
    - 1. Lisa will access a walk-up trailer.
    - 2. Reach out to: Judy Bremer, Fire Dept., Select Board.
    - 3. Michelle will donate baked goods.
    - 4. Moving books:
      - a. Move-in - Sunday, July 1st (3:00pm) or Monday, July 2nd (3:00pm) - depending on weather
      - b. Move-out - Sunday, July 8th (3:00pm) or Monday, July 9th (3:00pm) - depending on weather
    - 5. Setting up books:
      - a. Monday, July 2nd
      - b. Tuesday, July 3rd
      - c. Thursday, July 5th
      - d. Joy will talk to Erin and set the hours they will be available and will email the board so we can try to find additional help.
    - 6. Sale hours:
      - a. Friday, July 6th - 9:00am - 4:00pm
      - b. Saturday, July 7th - 9:00am - 3:00pm
  - iii. Mailings: The board decided not to mail postcards as it was so expensive last year to print and mail the postcards. We will all work on getting more posters up this year on our lawns and friends houses.
  - iv. Media Coverage: Lisa will work on coverage for this. Alex & Joy will get the Facebook event online and add Lisa & Michelle as co-organizers for the event so that we can also promote it. Manchester News Guide will take a picture if someone goes down there with something and has their picture taken. They might also run a picture from last year's sale.
  - v. Pricing for last year was a little low.
  - vi. Sell bottled water.
  - vii. Lisa will approach Northshire for a gift certificate again this year.
  - viii. We will also set out a donation jar.
- c. Follow-up on previous action items from prior meetings.
  - i. Thank you, Edgar Corey, for installing the new flag holder for us.
  - ii. Joy sent a thank you note to Ron & Judy Bremer for doing the garden beds.
  - iii. Alex will be following up on the sign for the shed that thanks the MWA for their support of the community. The MWA matching funds were received 8/4/16 for building improvement. The board decided to allocate the fund to move and set up the shed. Wording for the plaque: "Thank you to the Modern Woodmen of America for their support."
    - 1. Board discussions at that time were reported to include consideration of using that storage.
  - iv. Automation - We can launch automation as soon as the book sale is over. We need to subscribe to the Library World software. We need to purchase or print barcode labels and new patron cards. We will need to help recruit volunteer coverage for the library so that the library staff can lead the inputting of books into the system.

- v. Library volunteer plan as we move forward: If either Joy or Erin cannot work on a given day, they will send out an email to all Board members and volunteers. Whoever can cover will respond. If we cannot find coverage, we will close for that shift.
  - d. Budget and Library Priority Drafts.
    - i. Tabled for next meeting due to the time of evening.
- 6. New business
- 7. Policies: (for input/approval)
- 8. Set Next Regular Board Meeting: (Anticipated July 16, 2018 at 7:00pm).
  - a. Meetings are usually held the second Monday of the month at 7:00pm.
  - b. The July meeting will be postponed for one week due to the timing of the meeting and the book sale.
  - c. Agenda for meeting:
    - i. Brief book sale wrap up.
    - ii. Budget and Library Priority Drafts.
- 9. Alex called for a motion to adjourn the meeting. Michelle made a motion to adjourn the meeting. Becky seconded the motion. The meeting was adjourned at 8:31pm.