

Wells Village Library Trustees
Regular Meeting
August 20, 2018-7:00PM
Minutes (Approved - 9-10-18)

Present:

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

Wells Village Library Staff: Joy Brewster

Guests: Paul Woodruff, Jr.

1. Call to Order (Action)
Alex called the meeting to order at 7:03p.m.
2. Additions, Deletions, Changes to Agenda (Action)
Michelle asked to add the following under new business: annual audit, trash situation, payroll getting to Nora, book signing for Katie Emmons new book. Alex asked to add clarification of MWA grant expenditures.
3. Consent Agenda: (Action)
 - a. Approval of Minutes: July 23, 2018 & August 13, 2018 - No discussion.
 - b. Treasurer's Report - Lisa reviewed transactions since July 1st.
 - c. Director's Report - Joy distributed the director's report. We had a comparably high number of patrons during the month of July, as well as a well-attended summer program. The pass for the state parks has been taken out almost every week all summer long. Joy also included some information on upcoming librarian professional development in the coming months. We also discussed some of the Vermont Department of Libraries Resources regarding the protection of free speech and some of the questions about that related. We also discussed access to the wifi beyond library hours.
 - d. Michelle made a motion to approve the consent agenda. Becky seconded the motion. The motion carried.
4. General Public Comments (Listen & Defer Action to Future Meeting)
5. Old Business: (Itemize Subjects for Deliberation & Possible Action)
 - a. Finalize Job Descriptions
The board was presented with copies of the draft of the library director job description and the final draft of the library assistant job description. The board requested time to review the library director job description prior to discussion. The board reviewed the assistant director position and recommended final edits. Lisa made a motion to accept the job description with the proposed edits. Becky seconded the motion. The motion carried.
 - b. Budget and Library Priorities Drafts
Lisa distributed updated goals and budget drafts for the board's review. The board reviewed the updated goals and asked for additional time to review them. They will be discussed at the next meeting. The board worked on creating a balanced budget for the library for the FY 19 fiscal year and set \$5,950 as their target. This amount will both support library priorities and protect the reserve fund.
6. New Business: (Receive Information & Possible Action)
 - a. MWA Bingo sign-up for September 27/30
Michelle & Becky will work on Thursday. Lisa & Alex will work on Sunday.
 - b. Annual audit
Michelle brought up that she thinks the library should be audited. The library fund is audited as part of the town audit other than petty cash which is recorded by staff and overseen by the library treasurer.
 - c. Trash situation. We discussed various options for the library. We have free garbage disposal at the town

transfer station as long as our garbage is brought in separate bags.

- d. Payroll getting to Nora. We continue to emphasize that timesheets need to be in on time.
- e. Book signing for Katie Emmons new book - covered in the director's report. We will reach out to Katie in the fall.
- f. Clarification of MWA grant expenditures from 2016. Alex brought copies of meeting minutes from the prior library board. Meeting notes were shared from 8/4/16 with the full board in attendance (Judy Dreher,

Trish

Capron, Peg Browe, Janet Emmons, and Alex Brewster), and Ron Dreher as guest. The library received a \$5,000 matching grant from the MWA designated for building improvements. During the same meeting, the board moved to acquire the storage shed using this fund so that the front room could be emptied with the ultimate goal of installing a bathroom. The library engaged with the Methodist Church in partnership to install and share the shed. Original expenses included: shed \$2,500, delivery \$500, site prep \$725 for total expenditures of \$3,725. Additional building expenses after that time included work on the parking lot as well.

- 7. Policies: (for input/approval)
- 8. Set Next Regular Board Meeting: (Action) (Anticipated September 10, 2018 at WVL, 7:00PM)
Future Agenda Items:
 - Free speech in libraries (with resources sent out in advance).
 - Library Director job description.
 - Revisit/finalize annual.
 - Add fundraising/grants as a standing meeting agenda item moving forward.
 - Recommendation of the assistant librarian candidates.
- 9. Executive Session (Discussion & Possible Action) (as warranted)
Paul asked a question about payroll that was viewed by the select board for the weeks of July 23rd & July 30th. One timesheet was turned in late as one of the employees was on vacation. All library hours were covered by staff or volunteers.
- 10. Other Lawful Business (Information Gathering Only)
- 11. Adjournment (Action)
Alex made a motion to adjourn the meeting at 8:47pm. Becky seconded the motion. The motion carried and the meeting was adjourned.