

# MINUTES

## **Barnet Public Library - Board of Trustees Minutes - DRAFT**

November 9, 2017

The meeting was called to order at 7:09

### **In attendance**

Julie Roos, Rebecca Boardman, Sue Roberts, Dylan Ford, Ashley Wright

### **Agenda**

No additions or deletions made to the Agenda.

### **Approval of minutes**

The minutes from the October 12, 2017 meeting was approved.

The minutes from the August 10, 2017 meeting was approved.

The minutes from the July 13, 2017 draft unapproved due to lack of quorum.

### **Board Chair Report**

Julie attended Library Trustees Conference. Encouragement for other board members to attend future conferences. A topic presented was about a Friends Group. It is a group that supports the library and Board through advocacy, fundraising, and volunteering services. Currently, the group is an endeavor that is not being pursued.

Orientation packet creation for new Board members. It would ease the transition of becoming familiar with the position. It would contain a contact sheet and a job description.

Creation of a yearly task calendar to maintain goals and requirements are being met in a timely manner.

### **Treasurer's Report**

Sue Wood was not in attendance due to birth of a baby boy. Congratulations! Dylan gave report instead.

\$25878.61 in Passumpsic checking account.

The Audio/Video numbers on the current budget is correct. It is over budget because of the purchases of BBC series that are in high demand. These DVDs are more expensive.

Majority of the Fundraisers line is from historic book sales, not from Art at the Library or book sales. The overall budget numbers are correct. Art at the Library may be appropriated to another line of the Budget Status Report. Dylan will look into the numbers.

Motion to retroact a 3% raise to cost of living 2017 calendar year for Sherry and Dylan. Motion passed unanimously.

Edward Jones Statement unmentioned.

- **Budget for 2018 Review**

Workshops budget went down.

Kid books budget increased with a decrease in adult books. Demographic is mostly children.

Sherry and Dylan made a request for a pay raise to \$16/hour to meet livable wage. This will cause a \$3000 increase.

Treasurer's report was approved.

## **Librarian's Report**

Trunk or Treat was a success! 280 kids and 280 adults attended with positive feedback. PTF wants to collaborate again next year.

Dylan wants to get new young patrons. Story hour not as well attended due to 5 day a week pre-school. VELI – STEM grant was mentioned. It's a 3-year grant project that promotes early learning within the library.

Three new patrons due to the One Click Digital program.

Questions on whether the going option clicked on the Facebook events counts as being signed up for an event.

Statistics have come in. Sherry has filled much of it out, thank you!

## **Old Business**

- **Lighting update**

Julie will summarize information on lighting. Board will present 3 options for lighting to present to the Select Board.

- **Art at the Library**

Creation of a contract for events to organize information. This will allow consistent information for the public, posters, and Facebook/Front Porch. Included will be an expectation of volunteered time and materials needed or supplied. Dylan and Sherry will be given a prototype to express their feedback.

Creation of an Events timeline checklist to have tasks accomplished in a timely manner. Included objectives such as posters placed in 5 public places 2 weeks prior to event and thank you cards sent.

Annette Hyder's wreath making class is on November 30<sup>th</sup> from 6 – 8pm for 15 people. Julie will help gather supplies.

No event to be held in December.

Essential oils class could be held in January. Kristen will be contacted for available dates.

Book craft class to be held by Rebecca Boardman. Date still to be decided.

Mahjong classes have been requested. May take up to 5 classes to teach. Nancy returns to the Barnet area in the spring, will follow up then.

Ideas for future events to be discussed at January meeting.

- **Book sale clean – up plans**

Children's books may be donated to Dartmouth Hospital. Ashley will follow up on previous call made.

Julie will call Secondhand Prose about a book donation.

Remaining books can be boxed up and taken to town dump.

- **Change Bylaws on meeting frequency**

Motion to amend Board meetings to 10 months of the year, excluding July and December, on the 2<sup>nd</sup> Thursday of the month. Motion carries unanimously.

**New Business**

- **Pay raise for Librarians**

Motion to increase Librarians pay to \$16/hour. Motion passed unanimously.

- **Other New Business**

Request to Select Board for town increase from \$25000 to \$28000 to give Librarians a raise.

Position for Secretary should have been posted at time of vacancy. Select Board and Library Board can make recommendations to fill position. Forewarned for future position vacancies. Julie will call Ben about warning Select Board of position fulfillment.

**Next Meeting**

January 11, 2018 at 7pm

Meeting adjourned at 9:45pm.

**To Do List**

Name (s)	Tasks	Completed
Julie	Send Approved August and October minutes to Ben	
	Investigate access to Short Takes	
	Lightening summary	
	Create Orientation Packet	
	Wreath Supplies	
	Call Secondhand Prose (book donation)	
	Warn Select Board on Secretary Fulfillment	
Dylan	Check fundraiser numbers	
Sue Wood	Missing Edward Jones Statement	
Sue Roberts/Rebecca	Contract for events	
	Events Timeline checklist	
	Contact Kirsten on Essential Oils class	
	Ideas for future events	
Ashley	Dartmouth Kids books	
Everyone	Books to dump	