

# MINUTES

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

January 11, 2018

The meeting was called to order at 7:07

### **In attendance**

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

### **Agenda**

Deletions made to Agenda – Lighting update removed.

### **Approval of minutes**

The minutes from the November 9, 2017 meeting was approved.

The minutes from the July 13, 2017 meeting was approved.

### **Board Chair Report**

Julie met with Larry Cipollone, from Edward Jones, on January 3<sup>rd</sup>. Total amount from the Cash account and Mutual Funds is \$97,355.95. The Cash account has \$15,000. \$10,000 wasn't removed last year from the Cash account, as was previously thought.

During the reviews of the Mutual Funds, Larry suggested a higher investment in US stocks vs. International stocks.

Motion to move \$10,000 from the Cash account to Mutual Funds. Motion passed unanimously.

Edward Jones has provided a summary of cost for services. The year of 2017 total came to \$191.24.

To facilitate self-reliance, Julie mentioned donations and a fundraising letter. The addition of a how to donate to the Library tab to the website. People can donate from estates, in memorial of, or stocks. Although, Vermont has a list of acceptable stocks that non-profits can acquire. Edward Jones can exchange any stock outside of that list to put into Mutual Funds.

Fundraising letters are to be added to the Yearly calendar Goals. Consideration of the appropriate time of year to send letters out, whether it be September or closer towards the end of the year. Julie will be collecting examples for future reference. Sue Wood suggested a meeting with Barbara Edelman who has experience with fundraising. Sue will see if she is interested.

### **Treasurer's Report**

\$21,588.50 in Passumpsic checking account.

Automation Budget is over, as was expected. Money from last years rollover has been spent.

Budget Status Report was approved.

- **Budget for 2018 Review**

Intention to double the Fundraising line from \$500 to \$1,000.

Dylan mentioned the Pilcrow Grant of \$1,200 for kids books. The library used to apply to the Libri Foundation for the same type of grant. It's a grant for rural libraries that requires a local sponsor of \$200 - \$400. Libraries can apply twice a year in April and October. It has the potential to bring in about 90 books.

Finalization of amount to ask from the town. Last request of a town increase was in 2014.

Motion to increase Grant line to \$1,400 and Fundraiser line to \$1,000. Motion passed unanimously.

See attached Library Budget 2018.

Treasurer's report was approved.

### **Librarian's Report**

Automation is almost done. Sherry has done a lot to help complete the process. The Board is impressed how successful, streamlined, and non-disruptive to patrons the automation has been. Phenomenal job Sherry and Dylan!

The Librarian's Report for the Town Report is finished. Pictures have been added to the side of the report. It's a nice overview of the 2017 year including events such as the Valentin's cards for seniors and the cocoa bar.

In April, during school break, Dylan is planning an escape the room event. It'll be based on middle grade novel *Escape from Mr. Lemoncello's Library* by Chris Grabenstein. It's a popular book here at the library. On the author's website is a free download, for libraries, for the game.

The Library received a fundraising letter from VINS Nature Center. \$150 will not be donated this year.

The Women's Fellowship want to donate \$300 in memorial of Pat Jones. Dylan and Sherry will trade once a week visits to the Senior Meal site as outreach to seniors. A supply of books will be provided as well as awareness of programs the library offers. Programs just as Pat had benefited from. They can also show people how to download books or use reading devices. A familiarization with the librarians may also entice more traffic to the library. Dylan will mention this to Katherin for the Women's Fellowship approval.

### **Old Business**

- **Art at the Library**

Rebecca Boardman is doing Altered Books on February 6<sup>th</sup> at 6:30pm. A maximum of 10 – 12 people for \$12. Books will be provided unless you'd like to bring your own. Rebecca and Sue will provide and post fliers.

Kristen Gates is doing Essential Oils class on March 13<sup>th</sup>. She still needs to fill out the form. No other details have been fleshed out.

Mahjong classes have been requested. Perhaps can be done in May for 5 weeks with one class a week. A pay in advance for the classes on the first day. Nancy returns to the Barnet area in the spring, will follow up then.

Dylan would like to know upcoming events to add them to the Events tab on the website.

Ideas for future events could include a knitting class. Sue Jensen held a class once that was popular and loved by many. A games night and a fly fishing tying class could bring in a new demographic.

- **Book sale clean – up plans**

Clean up can be halted until April because of snow on walkway.

- **Change Bylaws on meeting frequency**

Julie will change the Bylaws on meeting frequency.

### **New Business**

Discussed a change of term servicing amounts. Sue Roberts suggested changing to an overlapping system of a 2 – 3-year term.

Julie is to be voted in for another term. She doesn't want to sign on for another 5-year term but is willing to do a one-year term to finalize current projects.

Julie brought in a news article about a repair clinic. It's a great idea to have hosted at a library. Hosting an event for knowledgeable people to be there for others to bring in items to have fixed. Examples of areas of expertise could be electrical, jewelry, sewing, or woodworking.

Julie started a Year Task Calendar template. She will bring it to the next meeting.

**Next Meeting**

February 8, 2018 at 7pm

Meeting adjourned at 9:04pm.

**To Do List**

Name (s)	Tasks	Completed
Julie	Call Larry Cipollone from Edward Jones	
	Change written Bylaws	
	Add fundraising letters to Task Calendar	
	Create Orientation Packet	
Dylan	Add Donate Tab to website	
	Follow up with Kathrin from Women's Fellowship	
Sue Wood	Contact Barbara Edelman about possible fundraising meeting	
Sue Roberts/Rebecca	Flyers for Altered Books class	
	Contact Kirsten on Essential Oils class	
	Events Timeline checklist	
Ashley	Approved November Minutes to Ben	
Everyone	Examples of Fundraising Letters, if received	

**Barnet Public Library**

Account	Budget
600-2000-01.00 Town Tax Appropriation	\$28,000.00
600-2000-02.00 Donations	\$1,500.00
600-2000-03.00 Grants	\$1,400.00
600-2000-05.00 Fundraisers	\$1,000.00
600-2000-22.00 Interest on Bank Accts	\$0.00
	<u>\$31,900.00</u>
 600-3000 SALARIES	
600-3000-01.00 Gross Wages	\$22,000.00

600-3001 PAYROLL BENEFITS & TAXES	
600-3001-01.00 FICA Taxes (Soc. Sec.)	\$1,700.00
600-3001-08.00 Workshops	\$200.00
600-3003 INSURANCE	
600-3004 FACILITIES EXPENSES	
600-3004-01.00 Telephone	\$490.00
600-3004-07.00 Internet Service	\$490.00
600-3004-90.00 Maintenance & Renovation	\$400.00
600-3005 LIBRARY OPERATIONS	
600-3005-01.00 Audio/Video	\$300.00
600-3005-02.00 Adult Books	\$1,750.00
600-3005-03.00 Kid Books	\$1,250.00
600-3005-04.00 Magazines	\$200.00
600-3005-05.00 Membership Pass	\$50.00
600-3005-06.00 One Click Digital	\$400.00
600-3005-07.00 Website	\$300.00
600-3005-09.00 Automation	\$500.00
600-3005-99.00 Miscellaneous	\$0.00
600-3006 SUPPLIES & EQUIPMENT	
600-3006-00.00 Mileage	\$50.00
600-3006-01.00 Office Supplies	\$500.00
600-3006-02.00 Computer	\$500.00
600-3006-03.00 Postage	\$200.00
600-3007 SPECIAL PROGRAMS	
600-3007-01.00 Special Events	\$900.00
	<u>\$32,180.00</u>