

Whiting Library Board of Trustees

January 9, 2017 – 9:30 AM at Whiting Library

Absent: Huyler

Call meeting to order: by Chair

Approve Minutes: November 2016, December 2016 (meeting canceled because of weather), Holme moved, King seconded, voice approval.

Treasurers Report: Met fundraising goal for 2016 even though budget shows only \$11,605. Increase in Town contribution approved.

Library Director/Children's Librarian Report: Significant increase in library use and programs delivered in 2016. Children's Librarian commended.

Public Comment: none

Old Business: Board will adopt by-laws at February meeting and then publish in appropriate print media. They will become effective 60 days after adoption.

New Business: none

Holme, Farr moved and seconded Board into Executive Session: voice approval. Personnel Committee (Lord, Huyler) will proceed with completion of Library Director's evaluation, conveying results to her in person and providing copies of the evaluation to Board members upon request. Farr, Holme moved and seconded to adjourn board proceedings. Voice approval.

Respectfully submitted, David A Lord, recording Secretary.

Whiting Library Board of Trustees

February 13, 2017 – 10:30 AM at Whiting Library

Minutes

Meeting called to order by Kathy Pellett, Chair Absent: C. Huyler, M. L. Farrar

The Chair announced the resignation of Charlene Huyler who resigned for personal reasons. Charlene has one year left of her term, and the trustees have recommended to the Select Board that it be filled by Chester resident, Stephanie Whitney-Payne. Guests at the meeting were Stephanie and Jessica Buchanan. Jessica is on the ballot to fill a vacancy created through the retirement of Mary Lou Farrar. The Chair thanked Farrar (in absentia) for her many years of dedicated service.

Minutes of January 9th meeting were approved with one correction: Additional \$4,425 was received through fund-raising mailing ...not \$425 as previously stated. Motion was moved by J. Holme and seconded by C. King and approved by voice vote.

Treasurer's Report: M. Bock distributed copies of 2017 Operating Budget library submitted to Town. She noted that the library's request of an increase from \$72,000 to \$75,000 has not been officially approved and she will check with Andover to see if they approved our request of an appropriation of \$3,000 for 2017. She also pointing out that Town is no longer using QuickBook and announced that an "Accrual-Cash-Basis" method is now in use. She will ask Cil for clarification on several entries.

Library Director/Children's Librarian Report: Library Director distributed a chronological list of policies enacted between 2007 and 2017. The chair asked the trustees to familiarize themselves with all the policies and will be discussed at March meeting if any needed updating.

Old Business: A vote on final draft, dated November 2016 of By-Laws was moved by D. Lord, seconded by M. Bock and passed by all present. A notice of this action will be published in the newspaper, Vermont Journal and posted in the Town as required by law.

D. Lord reported that the annual evaluation of the Library Director has been completed and conveyed to her in private session. This evaluation has been entered into her personnel file.

J.Holme offered a report on insurance liability matters pertaining to board members, which will be further discussed at a future meeting.

New Business: Chair discussed concerns relating to the Select Board's proposed policy as it relates to appointments to fill unexpired terms as it relates to the current library vacancy. She will present these concerns at the upcoming Select Board Meeting, Feb. 15.

It was agreed the Trustees would meet for a "Retreat" at the library on April 8, 2017, facilitated by Scott Murphy, Assistant State Librarian for Library Advancement. The Agenda for the Retreat will be discussed at the March meeting.

There being no further business, J. Holme moved to adjourn, seconded by C. King and approved by all present.

Respectfully Submitted, David Lord, Secretary

WHITING LIBRARY BOARD OF TRUSTEES

MARCH 13, 2017

MINUTES

Meeting was called to order by Chair, Kathy Pellett, who welcomed new member, Jessica Buchanan and provisional member Stephanie Whitney-Payne.

Minutes of the February 13th meeting were approved with a motion by John Holme and seconded by Carrie King. First order of business was to elect new officers.

Election of Officers:

- Kathy Pellett was nominated as chairman by Mariette Bock; seconded by Carrie King and unanimously approved.
- K. Pellett nominated J. Buchanan as vice chair; seconded by David Lord and approved.
- J. Holme nominated M. Bock as treasurer; seconded by Carrie King and approved.
- K. Pellett nominated provisional member S. W-Payne as secretary; seconded by Carrie King and approved.

Treasurer's Report: M. Bock described the town's new accounting system, which changed from cash to accrual, which is reflected in the new financial reports the library received. There is still some confusion about the accuracy of some of the information on the report, and M. Bock and J. Buchanan will meet with Cil at town hall to go over the document and lines in question. They will report back to the board in April.

A motion was made to approve hiring Jeanne Waldren as a paid library assistant substitute. The salary is to be determined and Sharon will write up a job description for this position. Motion was moved by C. King; seconded by J. Home and approved unanimously.

Old Business: The retreat for library trustees on April 8th will be from 9 to noon. It will be facilitated by Scott Murphy, Interim Library for Vermont Association of Libraries.

By-Laws: Ad was published in the Vermont Journal per law. Full By-Laws are on the library's website, Chester Laundromat, Town Hall, People's Bank and TD Bank.

New Business: The library's policy on Solicitations was discussed. Sharon will present the trustees with a new policy at the April meeting. She will canvas other libraries in the state on their policies.

There being no further business, David Lord moved that the meeting be adjourned; seconded by J. Holme and approved by all. The next meeting will be April 10 at the Whiting Library.

Respectfully submitted,

Stephanie Whitney-Payne, Provisional Secretary

WHITING LIBRARY BOARD OF TRUSTEES

MINUTES

April 10th, 2017

Meeting Called to Order by the Chair, Kathy Pellett @ 9:30 AM
Absent: Stephanie Whitney-Payne, Jessica Buchanan

Minutes of March 13th Approved: Moved by J. Holme, seconded by C. King. Approved by all present.

Treasurer's Report: Treasurer (M. Bock) explained in some detail how the Town's adoption of a new "Accrual Basis" accounting system (versus "cash basis") will affect the monthly accounting reports for the library. The new system should simplify and clarify the process for both bodies.

Director's and Children's Librarian Report: Observance of "National Library Week" (4/9-4/16) was announced by The Director, who further reported that recent workshops and after-school programs were well attended and judged quite successful. Director called Boards' attention to recent changes which will likely result in significant increases in the cost of the **Inter-Library Loan Program**.

Public Comments: Lillian Willis and Suzy Forlie of the **Chester Historic Preservation Committee (CHPC)** presented its **building repairs assessment report**. Willis summarized an extensive list of building repairs and maintenance tasks which distinguished "urgent/priority" from "mandatory/routine upkeep" items. Some of the items on their report were items not completed during the recent renovations and others were deemed priority maintenance work that should be undertaken to keep the building in good repair. Special reference was made to such matters as the health and safety of handicapped patrons – large amounts of "snow or ice" dumps in these areas need immediate attention – as well as proper drainage to prevent future flooding threat and leakage into building. Questions arose as to which of these procedures should be the Town's responsibility. D. Lord moved that the CHPC report be accepted and approved, J. Holme seconded and unanimous voice approval resulted. CHPC will next deliver the report to the town manager, David Pisha with recommendations for work to be done with a time frame.

Old Business: The Board's reviewed a revised (updated) policy from the Director for the Library's "Solicitation Policy." Also reviewed is new job description for a proposed **Substitute Library Assistant** position. J. Holme asked that the trustees be given time to read the new policy and job description and discuss it at the May meeting. It was agreed to do that.

J. Holme reported to the Board his findings on the matter of Trustee Insurance coverage and found that trustees are adequately covered.

There being no further business, a motion was made by J. Holme to adjourn; seconded by M. Bock and approved by all. Next meeting will be May 8 at 9:30 AM at the library.

Respectfully submitted, David A. Lord

WHITING LIBRARY BOARD OF TRUSTEES

MINUTES -- MAY 8, 2017

Prior to the start of the meeting, the death of former Trustee, Mary Lou Farr was noted and a moment of silence was observed in her memory.

Meeting was called to order by Chair, Kathy Pellett with all members present. John Holme made a correction (both trustees and Library are covered by town insurance) to the minutes of April 10 meeting. Motion to approve the Minutes with correction was made by M. Bock, seconded by D. Lord and approved by all.

Treasurer's Report: A question was raised why "Unrealized Gain/Loss" is included in the monthly Profit/Loss report. Mariette will follow up with Cil and report back at the next meeting.

Fundraising: Fund-raising letters will be sent in late May/early June. Goal is \$15,000 for the year. It was discussed that since culling the list from last year, we are now mailing to approximately 600+ households. This number is down from previous years, yet our mailing nets the same amount each year. Last year trustees personalized the letters with handwritten notes, hand-addressed the envelopes and affixed stamps instead of using the postage meter. This seemed to help increase responses, but trustees still are seeking how we can further increase donations. It was suggested augmenting the list with patrons and Sharon will look into whether we can do this. Also the idea of promoting the annual fund drive inside the library, so all patrons, especially those who are not on our mailing list have an opportunity to learn of our fund drive. The idea of a visual such as a thermometer was discussed so progress can be noted. D. Lord will look into this. Kathy will write a letter to all 3 local papers to announce fund drive.

Director's Report: New heating and AC work has begun. Sharon is coordinating with town. April book group well attended with 13 participants. May book is River Gods by Wilbur Smith is May 10. The Raptor program presented by Southern Vermont Natural History Museum was well attended by 45 people of all ages. Children's programs: 10 free programs this summer in coordination with the Nature Museum. All other children's programs, including the CAES After School Program continues to go well.

Solicitation Policy: There was much discussion on a number of issues. It was agreed to postpone adoption of new policy until the June meeting so all concerns could be addressed.

Revised Job Descriptions: Children's Librarian and Substitute Library Assistant job descriptions revised to include requirement of criminal background checks as these positions deal with working alone with children. J. Holme moved to accept; seconded by C. King and approval by all.

By-Laws: As adopted February 13, published March 1 are now officially effective.

A motion to adjourn was made by J. Holme, seconded by J. Buchanan and approved by all. Next meeting is June 12 at 9:30 AM.

Respectfully submitted,
Stephanie Whitney-Payne, Secretary

2017 June 12 Board of Trustees

Meeting called to order by Kathy Pellett at 9:30. In attendance were John Holme, Carrie King, David Lord, Mariette Bock, Jessica Buchanan and Stephanie Whitney-Payne

Approval of minutes from May 8th moved by John Holme and seconded by Mariette Bock and approved by all.

Treasurers report: Mariette will talk to the town about the inclusion of the retained earnings in the monthly report and how investment fees are calculated.

Directors Report: Library is in the continued process of weeding out unread books. Discussion was held on approval to use library patrons for fundraising mailings and how to ask for their permission. Chair and treasurer will discuss procedure with library director. The July 10th meeting will be in the Vermont room. Due to a conflict of several trustees' schedules and a quorum is not possible, there will be no meeting in August. The book sale held during the Chester Arts and Crafts fair on the green is scheduled for September 16th and 17th.

All trustees were asked to reserve the date to help with the book sale.

Old Business: Fund Raising: Trustees will write personal notes and hand address envelopes for the current fund drive. Sharon presented a new solicitation policy. Trustees made changes and it was agreed to review the changes at the July meeting and vote on the new policy at that time.

Building Repairs: Kathy and Mariette will meet with select board in late fall to discuss snow removal from the library walkways.

Appreciation BBQ is June 15th

Move to adjourn was made by Stephanie Whitney-Payne and seconded by Jessica Buchanan and approved by all.

Respectfully Submitted
by Stephanie Whitney-Payne, Secretary

WHITING LIBRARY BOARD OF TRUSTEES

MINUTES – JULY 10, 2017 – 9:30 AM

MEETING was called to order by the Chair, K. Pellett. Absent: C. King, S. Whitney-Payne. Motion to approve the Minutes of June 12, 2017 made by D. Lord; seconded by J. Holme and approved by all.

TREASURERS REPORT was accepted, noting that there was an increase in grant income. Library Director Sharon Tanzer will check to see what new was received.

LIBRARY DIRECTOR'S /YOUTH SERVICES REPORT included a report from volunteer IT consultant, Cathy Hasbrouck regarding the library's Wi-Fi Access Points. It was brought to the trustees' attention that following VTEL's upgrade in the library's wireless systems to fiber optic technology and along with an increase in use from the public, the library would need additional access points to keep the library's network operational at all times. Library Director authorized Hasbrouck to contract with vendor All Service Office Machines in Charlestown, NH to upgrade the library's computer network so that the library would be able to have continuous internet access, something that became a problem following the fiber optics upgrade and access to the network by people coming into the library and using their personal devices. No estimate was given for the work already done, but Tanzer estimated it might be in the range of \$800. Also a proposal was presented to the Trustees for additional access points and installation to Library's network. Estimate was \$2,476 and could be purchased on a 36, 48 or 60 month lease basis. As cost remains prominent in consideration of this matter, Chair suggested that competitive bids be a part of final decision and requested that another IT company be contacted. It was also requested that All Service revise their proposal based on the Library's actual needs and not on a proposal for a school network (which is what this proposal was based on.) Library Dir. will also contact VTEL about the library getting more bandwidth to alleviate the problem of the network going down. Trustees expressed deep appreciation to Hasbrouck for all her dedicated IT work.

Library Director presented a final draft of the Whiting Solicitation Policy, approval of which was moved by J. Holme, seconded by D. Lord and in voice vote was unanimously approved by the Board.

There were no PUBLIC COMMENTS.

Plans for the September Book Sale were discussed/ K. Pellett will send a draft schedule to all trustees and ask they sign up for time on the sale dates: September 16 and 17. Help is also requested for Friday, Sept. 15 for set up. Pellett will contact John Donarum at the school to request his help with tent set-up and take down.

Fundraising letters were mailed by July 6th. Returns are coming in at a favorable rate. No dollar amounts have been calculated thus far and thank you notes are being sent.

Sharon reported that interviews have begun for the Youth Services director position.

There being no further business, J. Holme moved to adjourn, seconded by M. Bock and approved by all. The next meeting will be on September 11, 2017.

Respectfully submitted
David A. Lord, Acting Recording Secretary

Whiting Library Board of Trustees
Minutes September 11,2017

Meeting was called to order by Chair Kathy Pellett at 9:30 AM

Approval of July 10 minutes: Minutes were accepted. Moved by John Holme and seconded by David Lord. There was no meeting in August so no minutes to be approved.

Treasurers Report: The inclusion of the retained earnings on the monthly report will be discussed with Cil, as to its necessity. Mariette will report to trustees at October meeting. Fund Raising is slightly higher than last year at this time. 10,860 vs 7,500. Personalizing, hand stamping, mailing is paying off. The Peoples Bank account, which includes money moved there from other sources, is up 18%

Fund-raising report

The mailing will go out again in November as per schedule. Board concurs, May /November mailing is working well. Mariette is currently sending thank you notes to the people who have donated.

Directors report: Written report has been sent to board.

Old Business: Sharon apprised Trustees that the Personnel policy still needs to be approved with the section on Grievances and Paid Time Off. Sharon will make final revisions and present to the trustees for the October meeting.

Book Sale: Kathy reported that John Dunarum and his crew from the High School will again be assisting with setting up tents, etc.

Adjourn: Motion made by David Lord, seconded by John Holme.
Next meeting will be October 16th at 9:30 AM

Respectfully Submitted
Stephanie Whitney-Payne

Whiting Library Board of Trustees Minutes

November 13, 2017 9:30 AM

MINUTES

Additions to the Agenda: Cost of framing etching of library.

Meeting was called to order by Chair Kathy Pellett. Absent M. Bock

Motion to approve the minutes was made by John Holme and seconded by Jessica Buchanan, and approved by all present.

Treasurer's Report. In M. Bock's absence a copy of the proposed budget was handed out by K. Pellett. Discussion and approval of the budget will be carried over to the December 11th meeting. No financial report was presented as Cil from the town office did not get it to the library for the meeting.

Fund Raising. No report presented in the absence of M.Bock.

Director's Report Of significant note was the donation of 300.00 from Rotary Club for robotics programming and a lego club. Dave Nanfeld president of Rotary had visited with Jeanne Waldren, youth services director and asked what could be done in the way of children's programs for the library. Jeanne has been invited to Rotary for it's January 18th meeting whereupon a check will be presented to her. Julie Hance has been contacted by Sharon regarding the replacement of ceiling tiles and light panels for the basement. The cost will be \$300 to \$400.00 from the general fund.

Old Business.. Budget will be discussed at December meeting.

A discussion was held on Personnel Policy procedures, including termination, personal time, grievances and annual raises. John, Jessica, David and Sharon will meet to reword another draft which will be discussed at the December meeting. Trustees discussed framing one copy of the etching done by Lew Watters on the Victorian image of the library. It will be displayed in the building if anyone wants to special order one.

New Business. David Lord gave a summary of some interesting items covered at the library conference. Including capital campaign, administration, trustee job description and planning for succession.

Trustee Terms were discussed. John and Carrie will not be petitioning to continue their terms. Stephanie is filling an unexpired term and will be unable to petition to run for a new term. Petitions to run are due by January 29th.

Motion to Adjourn Made by David Lord and seconded by Jessica Buchanan and approved by all.

Next Board meeting will be on December 11th 2017

Respectfully Submitted
Stephanie Whitney-Payne
Secretary

Whiting Library Board of Trustees
December 11, 2017
Minutes

Meeting called to order by Chair Kathy Pellett at 9:30 at the library with all members present.

Minutes of the November 13th meeting were accepted. Motion to approve was made by David Lord and seconded by John Holme. They were unanimously approved.

Treasurer's Report. Library profit loss statement was given by treasurer M. Bock. Nothing unusual to report; everything at or near budget. Trustees continue to question why the unrealized gains/loss is listed as income.

Fundraising. \$17,900 received to date. We are still hoping to reach our goal of \$20,000 for the year. As in previous years, donations from the year end mailing come in January and February and are reported in that year's statement.

Directors Report. The statistical report for the state has been completed and submitted. The new snow blower was used successfully this past weekend by the director. Volunteer photos will be taken and also photos of patrons using the library, rather than just photos of the buildings.

Budget for 2018. For the first time in many years, the Budget has not required a "draw" from the library savings account to produce a balanced budget. The 2018 budget was approved at \$101,900 for 2018.

Personnel Policy. Personnel Policy including revised grievance policy was moved for approval by John Holme and seconded by Carrie King. It was unanimously approved. The personnel committee for 2018 will be David Lord and Jessica Buchanan.

New Business. Kathy, Jessica and David reported on the information coffee held at the library on December 9th for prospective trustees. Five women attended. It was discussed that this was a good opportunity to let the public know what it means to be a Library Trustee and of the five in attendance, it appears there are two very interested candidates. There will be three open seats for 2018.

Motion to adjourn was made by Carrie King and seconded by Mariette Bock.

The next meeting will be January 8th

Respectfully Submitted
Stephanie Whitney-Payne
Secretary