

WHITING LIBRARY BOARD OF TRUSTEES

MINUTES – JANUARY 8, 2018

The meeting was called to order by Chair, Kathy Pellett at 9:30 at the Library. Absent: Stephanie-Whitney Payne.

Mariette Bock noted a correction to the Minutes of December 11 meeting – ...Budget for 2018 is first time that it was not necessary to make a draw from Library's checking account, not savings account. A motion was made by John Holme; seconded by Jessica Buchanan and approved by all present.

Treasurer's Report: M. Bock noted that the current report does not show the withdrawal of \$10,000 made in December for the Library's share of the restoration/renovation project and owed to the Town. The new balance in the Library's TD Bank Money Market account will be \$20,664.

Fundraising Report: As of December 31, 2017, donations received have surpassed our fund-raising goal of \$15,000. Donations: \$21,241 at year-end. Donations are continuing to come in so 2018 is starting off with approximately \$2,500. It was agreed by everyone that the effort the trustees made to personalize the mailing (personal notes, hand addressing the envelop, trustee name on return address and a stamp affixed) has definitely made a difference. Chair thanked everyone for their efforts.

Director's Report: Sharon discussed the lack of patrons using the library on Wednesday evenings. She felt that the additional time the library is open (6-8 PM) is not cost efficient and these employee hours could be put to better use on other days. The board agreed with her assessment. The last Wednesday the library will be open until 8 PM is Wednesday, January 24; as of Wednesday, January 31 the library will close at 6 PM. A notice will be posted on the door of revised hours and also on the website.

Sharon presented the trustees with a possible long-term project (capital campaign): Possible courtyard or "pocket park" in the front of the library along with new handicap accessible entrance. David Lord will contact Scott Wunderle of Terrigenous for his professional advice on design along with how the library should proceed with planning.

Personnel Committee Report: David Lord and Jessica Buchanan presented the trustees with a revised Director's Evaluation Form and explained how to complete. Trustees are to complete the evaluation by Friday, January 12.

Chair reported that we have a slate of three candidates (Judi Copping, Lyza Gardner and Vanessa Heybourne) for the three open seats for 2018.

There being no further business, a motion was made by M. Bock to adjourn; seconded by J. Buchanan and approved by all. Next meeting is February 12, 2018.

Respectfully submitted,

Carrie King

MINUTES --FEBRUARY 12, 2018

The meeting was called to order by Chair, Kathy Pellett at 9:30 AM at the library. All trustees were present.

A motion was made by John Holme to approve the Minutes of the January 8 meeting; seconded by Carrie King and approved by all present.

TREASURER'S REPORT: Mariette will check the amount initially invested in our People's Wealth Management Account to determine how much the library has gained in its portfolio since inception.

DIRECTOR'S REPORT: Sharon painted the walls of the Community Room and replaced ceiling tiles. New baseboards will go in over the weekend (2/17). Trustees thanked Sharon for her work. Three new computers have been added – two of them are for public access in the fireplace room and the third one is in Sharon's office. This represents a large portion of the technology budget for the year and puts us in a great position to rotate out the oldest computers dating from 2011.

Sharon presented Lew Watters prints – one matted and framed and one matted. It was agreed we would try to sell them: Matted only - \$100; and matted and framed for \$150. The proceeds would be earmarked to preserve the archival collection in the Vermont Room. Sharon pointed out that many items in the Vermont Room need rebind and other repair. The Trustees agreed to the proposal.

OLD BUSINESS: Personnel Committee reported the Library Director Evaluation was completed and a written copy will be placed in Sharon's file. Evaluation, as expected, was excellent.

Pocket Park – David Lord reported he met with Scott Wunderle (owner of landscape company, Terrigenous) and he would be happy to discuss details. It was suggested they wait until the snow melts. Another suggestion was to meet now while there is snow so Scott can see problem areas, such as the handicapped-accessible entry to the library. David will talk further with Scott.

NEW BUSINESS: Snow Shoveling was once again mentioned as Sharon is still doing the bulk of it, although she now has a snowblower which the library received as a gift. However, there is still the problem of snow/ice falling in areas that is not easy to clear. Stephanie Whitney-Payne suggested we contact Josh Brown (who shovels for her) to come on an as needed basis. Kathy Pellett will contact him.

There being no further business, a motion was made by David Lord to adjourn and seconded by Mariette Bock and approved all. Next meeting will be March 12.

Respectfully submitted, Stephanie Whitney-Payne

MINUTES – MARCH 12, 2018

The meeting was called to order by Chair, Kathy Pellett at 9:45 AM at the library. Absent: David Lord. First order of business was Election of Board Officers:

- Jessica Buchanan made a motion to elect Kathy Pellett as Chair; seconded by Mariette Bock and approved by all present.
- Mariette Bock made a motion to elect Jessica Buchanan as Vice-Chair; seconded by Kathy Pellett and approved by all present.
- Kathy Pellett made a motion to elect Lyza Gardner as Secretary; seconded by Judi Copping and approved by all present.
- Kathy Pellett made a motion to elect Mariette Bock as Treasurer; seconded by Judi Copping and approved by all present.

Membership for the Board's committees: Kathy asked if anyone would like to volunteer to chair a Book Sale Committee (book sale held Sept. 15,16 weekend) or to be a member of the Personnel Committee. It was decided to revisit both at the next meeting.

Mariette Bock moved to accept the minutes from the February 12, 2018 meeting; seconded by Jessica Buchanan and approved by K. Pellett, J. Buchanan and M. Bock. New trustees, Judi Copping, Lyza Gardner and Vanessa Heybyrne abstained.

Treasurer's Report: Mariette will follow up with Cil Matthews in the town office about a few questions that arose during discussion: a recent bequest and accrued payroll line items.

Director's Report: Library Director Sharon Tanzer explained that migration to the library's new email address – whitinglibrary@gmail.com -- is complete. The reason for the change was a pervasive "worm" that stalled the computer during all other tasks.

Old Business: Trustees discussed giving the Lew Watters matted prints of the library building to donors who give \$500 or more to the library. Jessica will look into any potential tax implications for donors.

New Business: Scott Wunderle of landscape architecture firm, Terrigenous, has been contacted by D. Lord for potential consulting pursuant to a proposed "pocket park" at the library. M. Bock check with Cil Matthews about whether the \$1,000 line item for "architectural services" might be available for this.

Kathy suggested that the Vermont Country Store might be approached to donate money to replace the flooring in the community room. Sharon and Jeanne Waldren will consult about what kind of flooring might be appropriate.

There being no further business, a motion was made by M. Bock to adjourn until April 9; seconded by J. Buchanan and approved by all present.

Respectfully Submitted,

Lyza Gardner, Secretary

MINUTES — APRIL 9, 2018

The meeting was called to order by Chair, Kathy Pellett, at 9:32AM at the Library. Absent: Mariette Bock; Sharon Tanzer, Director

David Lord made a motion to approve the minutes from the March 12, 2018, meeting; seconded by Judi Copping; approved by all present.

Executive Session: A motion to enter executive session was made at 9:40AM by Lyza Gardner; seconded by Jessica Buchanan and approved by all present.

Executive session adjourned at 9:49AM.

Treasurer's Report: M. Bock not being present, the Board reviewed the current profit and loss sheet through March 31, 2018.

Chair Pellett confirmed that \$1,000 remainder from an earlier USDA grant, specifically earmarked for architectural services, could indeed be used toward the establishment of a "pocket park" on the Library grounds. D. Lord will coordinate with Director Tanzer and Scott Wunderle (Terrigenous Landscape Architecture) to meet and discuss options. D. Lord suggested that the \$1,000 could fund a feasibility study and possibly some preliminary diagrams.

Donations in memoriam of Robert Haas, have been received. Chair Pellett said that the Board plans to write-thank you notes to donors, as well as provide a list of donors to the Haas family. It was also suggested that a "Lew Watters" print be sent to the family.

J. Buchanan expressed curiosity about a line item indicating a realized loss of \$878.89 on the March 31, 2018 profit/loss statement, and would like to understand what led to that. K. Pellett to ask M. Bock to look into the question.

Director's and Youth Services Report: Jeanne Waldren, Youth Services, mentioned in her report to the Board that she had attended a Head Start Assessment Workshop on March 23, and was stuck by the level of need in areas of substance abuse, cost of living and domestic violence. Chair Pellett asked the Board to consider possible ways that the Library could be a resource in these areas (e.g. providing brochures) for discussion at a future meeting.

L. Gardner agreed to contact J. Waldren to offer technical assistance for a proposed LEGO robotics program.

J. Buchanan updated the Board with some of the research she did about tax implications of thank-you gifts for library supporters such as the "Lew Watters" library prints for donors of \$500 or more.

Old Business: Most Board members will be attending a Library Trustee workshop in Brattleboro on April 28.

J. Copping volunteered to head up the Board's Book Sale Committee for 2018. Her offer was enthusiastically accepted by the Board.

New Business: The Board is interested in aiding the Library update or rebuild its website. L. Gardner will contact S. Tanzer to start discussing the needs and goals of the site and where the current site falls short. Ease of maintenance by library staff is a high priority.

There being no further business, a motion to adjourn was made by D. Lord; seconded by J. Buchanan; unanimously approved. The Board was adjourned at 10:58AM until the next meeting on May 14, 2018.

Respectfully Submitted,

Lyza Gardner, Secretary

MINUTES OF SPECIAL MEETING – MAY 15, 2018

Meeting was called to order by Chair, Kathy Pellett at 10:00 AM. Absent: Lyza Gardner

Minutes: Motion to approved the Minutes of April 9 meeting was made by Vanessa Heybyrne; seconded by Judi Copping with one correction: change "stuck" to "struck" in Director/Youth Services Report. Motion to approve Minutes with correction was approved by all.

Treasurer's Report: M. Bock suggested she would email the Financial Statements to Trustees prior to monthly meetings. A question was raised as to why library employees are not considered town employees and thus covered by health insurance. K. Pellett agreed to bring this up with David Pisha, town manager. M. Bock will try to get an answer as to why "Unrealized Income" is entered in Profit/Loss statement.

Director's/Youth Services Report: Due to the absence of Library Director Tanzer, there was no report.

Old Business: Trustees discussed the value of the Retreat recently attended on April 28 at Brattleboro Library. Everyone felt the information they learned added to the sense of responsibility of the role of being a trustee.

D. Lord reported on the "Pocket Park" after the meeting he, S. Tanzer and Scott Wunderle of Terrigenous Landscape Architecture had and the subsequent Design Proposal received. Cost estimate of \$18,720 would include information gathering, schematic design, design development, opinion of probably cost, construction drawings and permitting. Trustees agreed this amount is beyond what the library has at its proposal at this time and that we would thank Scott for his time in putting together proposal and when fund-raising or obtaining a grant would make this project feasible, we could pursue. In the meantime, K. Pellett and D. Lord will attend the next meeting of the Committee of Committees to

update them. It was suggested at that meeting that at the very least this summer, the library would like to place two benches in the front of the library and Julie Hance averred that the town could order two additional benches when they place the order for benches the Pocket Park on School Street.

Website – K. Pellett reported that trustee, L. Gardner, has spoken with S. Tanzer about redoing the Library’s website. Tanzer suggested Craftsbury Library as a model and Pellett also mentioned Whiting New Jersey Library as model. Somewhere between those two models would be a recommendation for our library.

Adjourn – A motion was made at 11:45 AM to adjourn by D. Lord; seconded by J. Buchanan and approved by all. Next meeting will be June 11 at 9:30 AM at the library.

Respectfully submitted,

Kathy Pellett

MINUTES — JUNE 11, 2018

The meeting was called to order by Chair, Kathy Pellett, at 9:35AM at the Library. All Board members present.

Mariette Bock made a motion to approve the minutes from the May 15, 2018 special meeting. Seconded by Vanessa Heybyrne; approved by all present (Lyza Gardner abstaining).

Director’s and Youth Services Report:

Director Sharon Tanzer reports that the rose of Sharon tree in front of the Library is deceased. Chair K. Pellett will contact the Town about its removal.

A temporary employee will assist in the Library on weekdays during Director Tanzer’s approximately seven-week leave of absence this summer, starting around June 20. Director Tanzer will liaise with the Town to make sure proper paperwork, etc., is in order.

Old Business:

Fund-raising letters: Fund-raising letters and envelopes are ready for pickup at Village Printers in Bellows Falls; however, remittance letters won’t be ready until approximately Friday, June 15. L. Gardner offered to pick up the available letters and envelopes; Chair Pellett will pick up the remittance envelopes when they are ready, as well as stamps. Board members will each prepare a share of the letters for mailing; Chair Pellett to send members further instructions by email.

Health insurance for library employees: Judi Copping inquired about the availability of health insurance for library employees. S. Tanzer explained to those present that because the Library has a Board of Trustees, it is not considered a “Town Department,” and as such, a benefits package including health insurance is not offered.

Request for suggestions from Youth Services Director: J. Copping inquired after the Head Start Workshop that Youth Services Director Jeanne Waldron attended a few months ago. The board is interested in hearing ideas from J. Waldron for how to assist in areas of community substance abuse, cost of living and domestic violence. It was suggested to add an agenda item to the next meeting for J. Waldron to present possible ideas.

Pocket Park: Chair K. Pellett will thank Scott Wunderle for the preliminary design research for the construction of a Pocket Park at the Library and inform him, via letter, that the Board won't be moving forward at this time. Chair Pellett will attend the next Town Committee of

Committees meeting to follow up on the possibility of obtaining some benches for the front of the Library.

Events and the Select Board Meeting: L. Gardner volunteered to contact the Town to get on the agenda for the next Select Board meeting, if possible, to announce upcoming events in the Library. The goal is to increase attendance.

New Business:

Library Web Site: The Board discussed ideas for improving the Library's Web Site. L. Gardner to meet with Director Tanzer to review the process of updating the current site and the available options for improvement provided through wordpress.com, where the site is hosted. L. Gardner to report back to the Board as work proceeds.

There being no further business, a motion to adjourn was made by Jessica Buchanan; seconded by L. Gardner; unanimously approved. The Board was adjourned at 11:17AM until the next meeting on July 9.

Respectfully Submitted,

Lyza Gardner, Secretary

MINUTES — JULY 9, 2018

The meeting was called to order by Chair, Kathy Pellett, at 9:38AM at the Library. Absent: Jessica Buchanan, Vanessa Heybyrne Visitors: Helene Linn

David Lord made a motion to approve the minutes from the June 11, 2018, meeting, seconded by Mariette Bock; approved by all present.

D. Lord made a motion to amend the agenda to move the PUBLIC COMMENTS item to before the TREASURER'S REPORT. Seconded by Lyza Gardner; approved by all present.

Public Comments: Helene Linn offered words of praise for Library Director Sharon Tanzer and Jeanne Waldren, Youth Services. She extended an offer to help the Library hold a silent auction in 2019 to raise funds. She stated that she would be willing to secure the donations of goods and services for the auction.

The Board will add the auction to the agenda for the August meeting and invite H. Linn to return to discuss the auction at the September meeting.

Old Business:

Fundraising: The fundraising letters have all been dispatched and donations are starting to arrive. Treasurer Mariette Bock is currently processing incoming donations from the yearly fundraising campaign. Board members will assist in writing thank-you letters to donators.

Website: Lyza Gardner will meet with Director Tanzer directly after the Board meeting to start the website refresh project. L. Gardner has spent some time investigating the site's current makeup and the options for improving it. The next steps will involve consolidation of current content, organization of the website's content sections and cleanup—function before form.

There being no further business, a motion to adjourn was made by L. Gardner; seconded by D. Lord; unanimously approved. The Board was adjourned at 10:17AM until the next meeting on August 13, 2018.

Respectfully Submitted,

Lyza Gardner, Secretary

No Meeting August

MINUTES — SEPTEMBER 10, 2018

The meeting was called to order by Chair, Kathy Pellett, at 9:31AM at the Library.

Lyza Gardner moved to approve the minutes from the July 9, 2018, meeting. Seconded by Jessica Buchanan, approved by all present.

Director/Youth Services Report: Directory Sharon Tanzer reports that the closure of ChesterAndover Elementary School (CAES) due to flooding will continue longer than originally thought. With the closure comes a pressing need for classroom spaces for the displaced students. The library is aiding by providing access to the Community Room for students to use as a classroom. The Board discussed some facilities considerations that will arise from student use, including cleaning, security and maintenance.

Director Tanzer is coordinating the library's response, and will be communicating with CAES to request a centralized point of contact at the school to help smooth the planning process.

The Library is currently seeking a new Youth Services/Children's Librarian. One of the hurdles to attracting applicants is the lack of benefits for the position. The Library's budget does not allow for benefits, but the Board is interested to gather information about how much benefits would cost. L. Gardner will contact the town office to try to obtain this information.

Treasurer's Report: The Board discussed the process of adding people to the fundraising mailing list. Treasurer Mariette Bock will request the Town's Grand List from Chester Town Clerk Deb Aldrich and the Board will revisit the process of altering the mailing list at a future meeting. Old Business:

1. Personnel Committee: The Library's current Personnel Committee consists of J. Buchanan and David Lord. J. Buchanan will need to step down from the committee soon, so an additional committee member, Vanessa Heybyrne, was appointed. ^{1}_{SEP}

^{1}_{SEP}

Director Tanzer informed the committee that three applicants for the Youth Services position needed review. The committee plans to meet with Director Tanzer during the week of Sept. 10 to accomplish this. ^{1}_{SEP} 2. Website: Significant work has been completed on making the Library's existing web site easier to user and making sure that important Library information (events, etc.) is easy to

find and easy to maintain. Director Tanzer is keeping the website up-to-date. Work will be ongoing to continue improving the site. 3. Book Sale: The Library's annual book sale will take place Sept. 15 and 16 as part of Chester Fall Festival. 4. Volunteer Recognition: The Library will host a Volunteer Appreciation reception at the Library at 11:00AM on Oct. 10, 2018. The event is open to the public; Director Tanzer will send invitations to volunteers.

New Business:

1. Communications: Judith Copping raised a question about whether—especially now that The Message is no longer in print—the Library is communicating enough to make sure residents are aware of the Library’s services and events. [REDACTED]

[REDACTED]

L. Gardner offered to make sure that the Chester town website links to the Library’s website and will contact the town if not. [REDACTED]

[REDACTED]

It was agreed that this topic would be added to a future agenda for more discussion.

There being no further business, a motion to adjourn was made by J. Buchanan; seconded by M. Bock; unanimously approved. The Board was adjourned at 11:39AM until the next meeting on October 15, 2018 (Note that the next meeting has been rescheduled from its normal time to account for the Columbus Day holiday).

Respectfully Submitted,

Lyza Gardner, Secretary

MINUTES — OCTOBER 15, 2018

The meeting was called to order by Chair, Kathy Pellett, at 9:37AM at the Library.

Present: Kathy Pellett, Chair; Jessica Buchanan, Co-Chair; Mariette Bock, Treasurer; Lyza Gardner, Secretary; David Lord; Vanessa Heybyrne; Judi Copping; Sharon Tanzer, Library Director; Helene Lynn, guest

Absent: None.

A motion was made by D. Lord to accept the minutes for the Board Meeting of Sept. 10, 2018; seconded by M. Bock. Approved by all present.

Note: Minutes will now contain a list of those present as well as those absent.

Personnel Committee Update: Board members will return yearly evaluations for Director Tanzer no later than Oct. 29. J. Copping is now serving on the Personnel Committee. The search for a new Children’s Librarian continues.

Treasurer's Report: The annual Fall Book Sale brought in \$1472, which set a new record. It ran smoothly. Large-print books were under high demand.

Treasurer Bock proposed that, with TD Bank no longer doing business in Chester, two accounts be moved from TD Bank to People's Bank. The money market and credit card accounts will be closed at TD Bank and established at People's Bank. A motion to this effect was made by L. Gardner; seconded by J. Buchanan. Approved by all.

Public Comments: Helene Linn was present to give a proposal that the Library organize a silent auction in 2020. H. Linn offered to secure all donations of goods and services, provided that the Board establish a committee to arrange the auction's logistics, venue, catering, etc.

The trustees identified a need to establish a specific goal for the fundraising aims of the auction. To that end, Board members will come prepared to November's meeting with some ideas for fundraising goals for the auction for continued discussion. Whether or not to hold the auction will be voted upon at a subsequent meeting.

Director's Report: 2019 holidays have been announced and will be posted on the website.

As a cost- and complexity-cutting measure, the Library will be discontinuing its current service contract for the copier and instead purchasing an inexpensive copier for library use. The current

copier contract continues through March, 2019. The budget for copier expenses will drop commensurately for 2019.

New Business:

November Fundraising Letter: Chair Pellett will have the November fundraising letter ready and delivered to the printer before the end of October.

M. Bock will provide a mailing list before the November meeting; each Trustee will be responsible for preparing mailings for a portion of the list.

2019 Budget: Treasurer Bock will circulate a draft of the budget before the November meeting, to be discussed at the November meeting and voted upon in December.

There being no further business, a motion to adjourn was made by L. Gardner; seconded by D. Lord; unanimously approved. The Board was adjourned at 11:39AM until the next meeting on Nov. 12, 2018.

Respectfully Submitted,

Lyza Gardner, Secretary

