

Library Trustee Meeting Minutes  
Tuesday, July 12, 2016, 6:00PM

Trustees Present: Pam Coburn, Jane Ramsay, Miller Lovett, Ann Butler, Beverly Heyduk, Paul Eldridge, Duncan McNeish

Absent with Notice:

Others Present: Ron Lamarre (consultant), Erin Apostolos (director), Chris Leland (assistant director), Marion Griscom (potential alternate trustee), Matthew Gunby (head of circulation)

- I. Ron Lamarre
  - a. Brochure for mailing: minor edits were discussed.
    - i Other projects in town have been significantly impacted by cost.
    - ii Trustees decision was deemed most fiscally responsible option.
    - iii **Motion to accept and send mailer as amended by Beverly Heyduk. Motion made Ann Butler seconded by Pam Coburn. Motion carries.**
    - iv **Ann Butler will get a copy of the library's bulk mail permit to Erin Apostolos to send with mailer to printer.**
  - b. Site Selection
    - i Paul Eldridge spoke with David Burns with regards to Plymouth Street property. They are not be willing to sell a parcel of the property at this time.
    - ii Barnard Ridge site will go before the Select Board on Monday. Once specific property becomes public we can move forward with a comparison of the two remaining properties.
    - iii Next mailer will be crafted by several individuals, examined by PR Committee and sent to Board of Trustees.
      - 1 Creating mockup, inputting data in early August as it becomes known.
      - 2 Can be informational: the trustees have decided to move to a location based on evidence gathered or more of a choice.
      - 3 Even if a straw poll is taken by the trustees, the choice can be changed based on feedback.
    - iv Third flier breaks down what is going to be built, locations, costs, etc.
  - c. Time Line
    - i Miller created a draft of a timeline. **Trustees will read Miller's timeline draft and discuss at next meeting.**
    - ii Considering pros and cons of both sites for second mailer. Should be able to make many of these decisions towards end of the month. Plan to send mailer out in mid-August.

- iii Mid-September make decision known. Can then start on design process.
- iv Traffic information on site.
- v Important to be on 2017 town meeting, may be primarily informative, may ask for expendable trust
- d. Lavallee Brensinger
  - i Additional \$6,500 to cover additional site selection time. Cost will bring process to drawings to be available in mid-December. This will be discussed at July 26<sup>th</sup> meeting.

II. Secretary's Report

- a. **Approval of minutes from June 14<sup>th</sup> meeting, motion made by Duncan McNeish, seconded by Pam Coburn. Motion passes unanimously.**
- b. **Signing of minutes from May 10 meeting. Tabled until July 26<sup>th</sup> meeting. Minutes from June 14<sup>th</sup> signed.**

III. Treasurer's Report

- a. Total Market Value: \$850,577.30
- b. **Motion to approve report made by Ann Butler, seconded by Paul Eldridge. Motion carries unanimously.**
- c. Erin Apostolos offered to gather information needed to hire an accountant and Ann Butler stated that the work needs to be done by a trustee, No one volunteered to do the work at this time.

IV. Library Director's Report

- a. Program at community center, Wildlife Encounters approximately 190 attendees.
- b. **Ann Butler moves excess building maintenance encumbrance remain in fund until October trustee meeting, seconded by Paul Eldridge. Motion carries unanimously.**

V. Old Business

- a. Candidates for Trustee Alternates
  - i Marion Griscom considering becoming alternate trustee.
- b. Assistant Treasurer or Hiring Treasurer for 2017. Tabled until October.
  - i Consider hiring professional with background in accounting. Potentially have a budget item starting in 2017 for this position.
- c. Bylaw Review: tabled until August.

VI. New Business

- a. Policy Committee Needs to meet-Discuss Certification/MLIS and Salary Scale
  - i **Jane Ramsay and Ann Butler will be on the policy committee. Erin Apostolos will try to set up a meeting for the end of July.**
- b. Gift Policy: Accession and deaccession policy. **Ann Butler will email changes to the trustees to be voted on in August.**

- c. August Calendar: make decision on investment policy. Reaffirm or change. Erin will add this to August agenda.
- d. Meeting with American Legion September 6 at 7PM
  - i Explain plans. Ann Butler, Beverly Heyduk and Erin Apostolos will go before them. Clarify that the town is already the steward of the monuments.
- e. Other Business
  - i Meeting with Select Board about LCHIP grant and having the town sign for this on the recommendation of representative of LCHIP.
  - ii Basecamp tutorial. **Please sign up for one-on-one with Matthew or Chris if you wish to learn more about the Basecamp tool.** Cannot use discussion options, because of right to know laws for public meetings.
  - iii **Pam Coburn has written a letter to the editor. Would like feedback by Friday to submit this.**
    - 1 Is still working on conclusion.
    - 2 Determine whether to address it as a citizen, trustee, or from the Board of Trustees.
    - 3 Ann Butler says she has read this and would add her name to it.

#### **Action Items**

**Trustees will read Miller's timeline draft and discuss at next meeting.**

**Ann Butler will get a copy of the library's bulk mail permit to Erin Apostolos to send with mailer to printer.**

**Jane Ramsay and Ann Butler will be on the policy committee. Erin Apostolos will try to set up a meeting for the end of July.**

**Ann Butler will email changes to the trustees to be voted on in August.**

**Please sign up for one-on-one with Matthew or Chris if you wish to learn more about the Basecamp tool.**

**Pam Coburn has written a letter to the editor. Would like feedback by Friday to submit this.**

**Ann Butler will email changes to the Gift Policy to the trustees for the August meeting.**

**Erin Apostolos will contact Policy Committee to set up a meeting time.**

**Trustees need to appoint someone to research job description for a treasurer, typical rate of pay and hours needed weekly in order to determine a new hire.**

VII. Adjournment--Next meeting: Tuesday, July 26, 10:00 AM

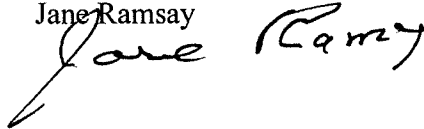
a. Motion made by Paul, seconded by Duncan.

Respectfully submitted by Matthew Gunby

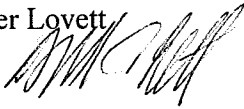
Pam Coburn



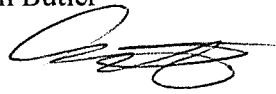
Jane Ramsay



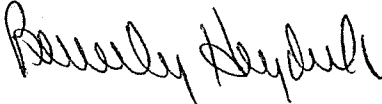
Miller Lovett



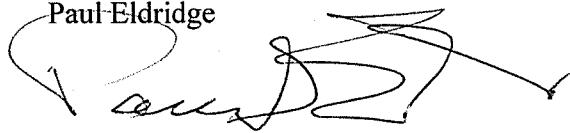
Ann Butler



Beverly Heyduk



Paul Eldridge



Duncan McNeish

