

Tenney Memorial Library

April 8, 2015

Present: Paul Sachs (Trustee), Emmy Hausman (Trustee), Susan Kennedy (Trustee), Shelly Calley (Trustee), Carly Wade (Trustee), Carol Cottrell (Trustee), Cathy Kidder (Trustee), Greg Eaton (Trustee), Luisa Lindsley (Librarian), Scott Labun (guest)

Meeting called to order 7:10pm.

I. Approval of Minutes

- a. Sachs moved to accept February 2015 minutes as written; seconded by Kidder. The minutes were voted upon and passed.

II. Treasurer's Report

- a. Scott Labun Review of Library Endowment: Income has remained steady; portfolio value has increased. Options for increasing income to add to the budget: cash out rather than reinvest capital gains, trustees to meet at year-end to discuss withdrawal of funds for specific purposes/projects as needed, or to take a set percentage (i.e. 3.5-4%) of portfolio value every year to add to budget for operating expenses. Sachs requested from Labun data of capital gains for recent history, for the purpose of determining an average value if the board pursues this option.
- b. Expense and Budget Review: Review of Budget vs. Actual for year-to-date, Profit-and-Loss Previous Year Comparison and Balance Sheet reports. Expenses are on-target overall. Donations from the appeal letter were lower than anticipated this year. Hausman moved to accept Treasurers Report; seconded by Wade. The report was voted upon and passed.
- c. Wages for librarian and substitutes: Trustee Hausman noted that wage increases should be a priority for the upcoming year.

III. New Business

- a. Historical Preservation Grant Implementation: We have a signed grant agreement with the State of Vermont. Roof repairs will begin after Tenney Fest. Trustee Wayne Richardson will oversee the project and photograph the progress, to submit with the grant documents for payment at conclusion.
- b. Cooperation with Baldwin Board: Eaton shared about the meeting with the Baldwin Memorial Library Board of Trustees. There was joint interest in having members of the Baldwin and Tenney boards attend one another's board meetings, to get a sense of the priorities, main issues, etc. that the other library is focused on. Agreement amongst Tenney board members that it would be beneficial to work more collaboratively on budgets, requests to the town for funding, etc. Eaton will communicate to the Baldwin board that we are interested in having some board members attend their meetings, and vice versa, going forward.

- c. Upcoming Board Vacancies: Kidder committed to remaining on the Tenney board for another year. To fill Trustee Hausman's seat, Sachs requested that we bring in someone with accounting skills so he can begin to train another member on treasurer's duties. Tom Beers is the candidate recommended by Sachs as someone with the necessary skills who has previously been interested in serving on the board. Sachs will talk with Tom to make sure he's still interested and willing to train to take over treasurer's duties in the future.
- d. Funding Issues Going Forward: To be discussed at next meeting.
- e. Librarian Performance Review: 3 board members will meet with Librarian Lindsley after Tenney Fest to discuss performance, ongoing collaboration and goals for the library.
- f. Agreement with the Town of Newbury: There are still a couple items that need revision in the current contract: language should be changed to include allowing the library to request money to offset maintenance *and operating* expenses, and that anyone doing *paid* maintenance work for the library should carry liability insurance.

IV. Librarian's Report

- a. Programming: Patrons have been very happy with the Vermont Movie program. Librarian Lindsley would like more program ideas but recognizes that many little tasks are involved with each program that is offered (advertising, refreshments, setup, etc.). There are enough programs scheduled until June. The meditation group is still meeting weekly and growing – there are currently around 12 people participating and committed. The parent book discussion group is still meeting as well – not growing but a small ongoing group who are interested to continue through the summer. The Newbury Woman's Club still meets at Tenney regularly.
- b. Story Time: Currently happening the last Tuesday of the month; mostly attended by the Watch Them Grow preschool students, and sometimes one or two others. Librarian Lindsley is considering moving story time to Saturdays again in the fall or winter.
- c. Website: The Tenney website was recently updated. There are two new patrons from Haverhill, NH who are web developers and interested to volunteer for developing the website with more pictures and information.
- d. Patron List: Sachs and Lindsley have reviewed the patron list and deleted 300 patrons who have not had recent activity at the library. 36 new patrons have been added. The current list has 380 patrons, with a limited number of parents and children.
- e. Read to your Bunny Program: Kidder suggested that the program really needs to be part of a bigger early literacy effort for the greatest chance of success. Hausman suggested that a Social Service committee born out of ReNewbury might be willing to take this program on. Librarian Lindsley offered to work on connecting volunteers with children in the interim.

V. Old Business:

- a. Tenney Fest 2015: Kidder reviewed duties for Tenney Fest and Trustees signed up. Also divvied individuals and businesses to solicit donations and/or sponsorships from.
- b. Cleaning Day: Art Morris has agreed to dispose of items the library would like to get rid of, which has begun. Kidder requested a group of Trustees to get together prior to cleaning day on April 25th to create a to-do list – Kidder, Sachs and Kennedy. Wade will look into options for sorting and archiving items that are in the attic.

VI. Next Meeting Date:

- a. Set for 6/17/15 at 7:00pm.
- b. Additional Tenney Fest prep meeting to be held on 5/27/15 at 7:00pm.

Meeting adjourned at 10:00pm

Respectfully submitted,

Shelly Calley, Secretary

Minutes are not official until approved by the Tenney Memorial Library Board of Trustees at the next regularly scheduled meeting.