

Tenney Memorial Library

August 19, 2015

Present: Paul Sachs (Trustee), Wayne Richardson (Trustee), Shelly Calley (Trustee), Cathy Kidder (Trustee), Greg Eaton (Trustee), Carly Wade (Trustee), Luisa Lindsley (Librarian), Peg Hastings (TML Volunteer)

Meeting called to order 7:07pm

I. Additions to Agenda

- a. Foam Insulation
- b. Computer Hub

II. Approval of Minutes

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

III. Treasurer's Report

- a. Review of Budget vs. Actual, Profit and Loss Previous Year Comparison, and Balance Sheet Previous Year Comparison reports; up-to-date as of today. Trustee Kidder moved to accept treasurer's report as presented; seconded by Trustee Wade. The motion was voted upon and passed.
- b. Trustees Sachs and Richardson will schedule a date to perform the annual financial audit.

IV. New Business

- a. Issues for 2016 Budget: Primarily, how to replace the income from Tenney Fest, as TML trustees are no longer able to put on this event or perform this level of fundraising going forward. Alternative, less time-intensive fundraising options were suggested – a joint fundraiser with Court Street Arts, a bike- or walk-a-thon, and an antique car or motorcycle ride. However, discussion ensued that any fundraising income really should not be worked into the operating budget, but rather should be used to build a discretionary fund for unexpected or other library needs that are not budgeted. We likely will need to request more funding from the Town of Newbury. Librarian Lindsley offered that the 2017 budget needs to include more funds designated for cleaning the library, as the current budget and cleaning frequency is inadequate.
- b. Ideas for Annual Appeal Letter: To focus on the need for funding to support increased programming and information about the kinds of programming we'd like to offer. Also to focus on the need for more funding to cover basic operating expenses, especially with the loss of Tenney Fest income.
- c. Items in Attic: Tenney Volunteer Peg Hastings has been working on cleaning out the attic. She shared several items for input on whether to keep or discard. Agreement to retain TML catalogues and programs from years past, antique books and antique art work (prints or lithographs), considering the ample attic

space to store them. Trustee Kidder will contact Michael Roche (regional state librarian) to review the contents and determine if there is a better place to store or archive what we have.

- d. Michael Sachs/Kim Mayo Concert: Scheduled for October 18th. Trustee Sachs will handle promotion; Trustee Eaton is available to help with set-up.
- e. Foam Insulation: Trustee Sachs spoke with Art Morris for information and estimate regarding spray foam insulation in the basement. Only the exterior walls would need to be insulated; a rough estimate is \$1800-\$2000 for the complete job. An alternative approach would be to insulate just the 4 feet of wall that is above grade. This is about half square footage so estimate would be about half as well. Trustee Sachs moved to amend the budget to add \$1000 for insulating the basement; seconded by Trustee Eaton. Motion voted upon and passed. Sachs will notify the town that we intend to insulate and will call Art Morris to make arrangements to proceed. If possible, Sachs will request for the work to be done on a Friday, with the intention of closing the library the following Saturday and reopening for regular hours the following Tuesday.
- f. Computer Hub: Trustees Sachs shared that an updated piece of equipment (new Ethernet hub) could improve internet speed. There is a significant range in cost for the item – between \$200 and \$1500. This purchase will be considered for the 2016 budget.

V. Librarian's Report

- a. Audiobooks and eBooks: There is an upcoming program on OverDrive, scheduled for Thursday, 8/20/15 at 6:30pm. This was a last-minute program without much notice to the patrons/community. Librarian Lindsley hopes to offer the program again in the future, with more notice for potential participants.
- b. Linda Taylor: An upcoming exhibit by artist Linda Taylor will be on display from September 10th – 19th. There will be an opening reception on Thursday, September 10th from 6:30-8:00.
- c. Vermont READS Program: Librarian Lindsley has secured a grant from Vermont Humanities, providing 75 copies of *Haroun and the Sea of Stories* by Salman Rushdie. The books have been received and Lindsley distributed to TML Trustees. Participants should read the book, write their name in the cover, and pass along to as many other readers as possible, with everyone who reads the book writing their own name in the cover before passing along. There will be some programs related to the project, including a main event where everyone who read the book gathers to discuss it.
- d. KOHA Reports: Librarian Lindsley shared lists of the top 20 books from the past 6 months, the patron report (201 of 426 have had activity between 1/1/15 and 8/19/15), and the list of child patrons.
- e. Child Patrons: Librarian Lindsley would like to work on creating more child accounts (with parent as guarantor). Currently, the majority of children check out books under the name of their parent/guardian.

VI. Old Business:

- a. Fall Festival: The Fall Festival Book Sale will be held on September 26th from 9:00am to 3:00pm. Librarian Lindsley suggested bringing some books to road-side, with a sign that there are more books in the basement. Trustee Kidder recommended advertising for the sale, which has helped to draw customers in the past.
- b. Historical Preservation Grant Implementation and Work: The tiles and most of the materials have been obtained, but the contractor has been delayed on the project this summer due to emergencies that have arisen. The conditions of the grant stipulate that the work must be completed by 18 months after the grant was awarded.
- c. Uncommon Jam: Trustee Tom Beers could not be present at this meeting but provided a sign-up sheet for ice cream serving and cashier shifts for the event. The list circulated and those who are available to help at the event signed up.
- d. Retired Trustee Recognition: Trustee Kidder reminded that there will be a recognition/party for past trustees, to be held sometime in December. Details TBD.

VII. Next Meeting Dates:

- a. Annual budget meeting: Wednesday, November 4th at 7:00pm.
- b. Next regular meeting date (to include appeal letter signing): Wednesday, November 18th at 6:00pm.

Meeting adjourned at 9:18pm.

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.