

Tenney Memorial Library

August 25, 2014

Present: Greg Eaton, Paul Sachs, Catherine Kidder, Wayne Richardson, Shelly Calley, Carol Cottrell, Susan Kennedy, Emmy Hausman, Carly Wade, Luisa Lindsley (Librarian)

- I. Additions to the Agenda
 - a. Tenney Fest
 - b. Coverage for librarian's maternity leave
 - c. Auditor's report
 - d. Winnie Bell grant
- II. Approval of Minutes
 - a. Motion to accept June minutes by Hausman; seconded by Kidder. No discussion. Motion carried.
 - b. Motion to accept July special meeting minutes by Sachs; seconded by Richardson. No discussion. Motion carried.
- III. Welcome and Confirm New Board Members
 - a. Motion by Sachs to accept the resignation of Syd Lea and Peter Keyes, with regrets. Seconded by Hausman. Motion carried.
 - b. Welcome to Carol Cottrell, Carly Wade and Susan Kennedy. Acknowledgment by Eaton that it is exciting to once again have a full Board of Trustees.
 - c. Hausman raised question of whether the library has a token to gift board members when they step down from years of service. Kidder suggested a framed print of the library. Calley will look into the availability and expense through a local photographer.
- IV. Treasurer's Report
 - a. The library has had some unexpected income in the form of donations and a budgeted surplus from Tenney Fest. However, there are several expenses to come that will likely expend this extra revenue by the end of the year. Acknowledgment that a great percentage of budgeted income comes from fund-raising by individual board members, which is not sustainable.
 - b. Amazon has made frequent accounting mistakes with TML purchases, which has required considerable time to correct. A corporate line of credit has been opened that will hopefully alleviate the problem.
 - c. Donations through Smile Amazon have been coming through and amounting to a small additional profit for TML.
 - d. Motion by Richardson to accept the Treasurer's Report; seconded by Eaton. No discussion. Motion carried.
- V. New Business
 - a. Open Meeting Law: Eaton has researched the law and some recent amendments. The law is designed to govern any kind of state/local/municipal board, to maintain

transparency in board operations by openly posting meeting details, agendas, minutes, etc. and making the meetings open to the public. TML is an incorporated library, not a municipal library, and is not bound by law to uphold the Open Meeting Law requirements. However, our state certification does require compliance with the law. In this effort, meeting agendas will be posted 48 hours in advance of the meeting, on the website and in three agreed-upon locations – at the Newbury Town Clerk’s Office, Tenney Memorial Library, and Newbury General Store. As President, Eaton drafts the agendas and will be responsible for posting. Meeting minutes will be posted to the website within 5 business days after the meeting. Minutes will be circulated to the board as soon as possible after the meeting, for preliminary approval to post. Minutes will not be official until approved by the board at the following meeting. Minutes will contain this disclaimer. Any changes will be noted within the notes of the following meeting. Sachs will provide instruction to Eaton and Calley for posting the documents to the website.

- b. Historic Preservation Grant: Update by Kidder. Last year, the Board of Trustees began the process of securing repairs to the slate tiles on the roof. TML attempted to get a Historic Preservation Grant but did not have a good proposal, condition assessment, or a commitment of matching funds from the Town of Newbury. The grant and repairs were delayed until this year. The grant requires a condition assessment, which was just completed by Housewright Construction. This assessment was paid for by TML, with a matching grant from Vermont Preservation. Based on that assessment, the total job may be closer to \$26,000 or \$27,000, a bit more than anticipated. TML has secured \$11,500 in matching funds from the Town of Newbury, so can currently get that amount through the grant if approved. There is potential to request up to \$20,000 in funds if the matching funds can be secured. Kidder is working up updating the grant with current information. The grant is due in October.
- c. Librarian’s Maternity Leave: Luisa is anticipating being out on leave for half of November and through December. Agreement that it makes more sense to pay a substitute, or substitutes, rather than bring someone on to payroll for a temporary basis. In addition to the current TML substitutes, who are trained in Koha, there are a couple of substitutes from the Bradford library as well as several patrons who have volunteered to help. Luisa will begin work on a coverage calendar with existing substitutes and will let the Trustees know where the gaps are. These will be filled with volunteers and/or Trustees. It may be helpful for Luisa to hold a training session once the schedule is created.
- d. Auditor’s Report: An independent exam of TML financial records was completed by Wayne Richardson on July 30, 2014. The finding is that records are accurate, detailed, and complete. Motion by Hausman to accept the Auditor’s Report; seconded by Kidder. No discussion. Motion carried.

VI. Librarian’s Report

- a. Luisa is updating the website regularly with current group schedules. She is also advertising new books and recommended books for various categories of readers.

Compliments by several Trustees on the improved appearance and functionality of the website.

- b. A volunteer has contributed a great deal of time working on manuals for Koha use over the course of the summer. These are almost finished.
 - c. The meditation and parent book discussion groups have been very popular, with attendance growing and continuance requested by participants.
 - d. Resources directed at teenagers are still lacking. Luisa is considering ways to appeal and increase library use among this population. Other local libraries target teenagers through a homework group and movie nights. Luisa is wondering about bringing them in to help with computer/technology training for patrons and community members who would like instruction.
 - e. Libri Grant – The books were ordered, have arrived and are in process of being added to the collection. Luisa intends to plan an event to invite Newbury children to the library to see the new books. Agreement that this should include a press release for publicity.
 - f. JD Sloan is willing to photograph all TML events to post on the website.
 - g. Luisa reports that more and more patrons are bringing their own computers and using the wireless service at the library. She questions the security of the open network. Discussion of risks and agreement that this is not an area of concern for the library.
- VII. Old Business:
- a. The UnCommon Jam: Music festival scheduled for Sunday, September 14th from 2:00 to 7:00pm. TML is the only group that will be selling food on the common during the festival. The plan is to sell Emmy's hot fudge sundaes. Kidder is working on ice cream purchase and/or donations. There is still a need for volunteers to work shifts during the day, purchase supplies, etc. Kidder will talk with Keisha from Court Street Arts to request that we be included in the event advertising.
 - b. Fall Festival Art and Book Sale: Sachs sent out an email to several individuals that he thought had potential for donating art for the sale but the response was very limited. Agreement that we will not pursue that portion of the event given this. The book sale will take place as planned, during library hours on September 27th. The books are now being sorted as donations come in and are arranged in a permanent display in the TML basement. Sachs will circulate an email to determine who is available to help with the sale. Hausman will reach out to Sue Hebb to inquire about cost-sharing for advertisements for the Fall Festival, as has been done in the past. Sachs will look into ordering a book sale banner. The sandwich board will be placed outside for the week preceding the sale.
 - c. Tenney Fest 2015: Agreement to book the storytelling duo Jennings and Ponder for \$450. Kidder is also looking for someone to take over the silent auction portion of Tenney Fest.
 - d. Winnie Bell Grant – TML has received books, training materials, etc. for the Children's Room. There is about \$400-\$500 remaining that must be spent by the

end of this year. Luisa would like to use this money to purchase children's books for the remainder of the year, as she has ongoing requests for new books.

- e. Read to Your Bunny Program: The program is in need of more volunteers and more children participants.
 - f. Security: Reminder to close and lock windows.
 - g. The Vermont Movie Series: Discussed possibility of having a weekly showing of segments from this series over the fall/winter.
- VIII. Next meeting dates:
- a. Next regular meeting and budget meeting: Wednesday, November 5th at 7:00pm.
 - b. Meeting to sign/send appeal letters: Wednesday, November 19th at 5:00pm.

Meeting adjourned at 9:07pm.

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.