

## Tenney Memorial Library

February 16, 2017

Present: Greg Eaton (Chair), Carol Cottrell (Vice Chair), Tom Beers (Treasurer), Jennifer Fischer (Secretary), Kate Maver (Trustee), Susan Kennedy (Trustee) and Luisa Lindsley (Librarian).

Before the meeting began Carolyn Ninenger asked for clarification on several items pertaining to the running of the library. Ken Rower spoke to the board about his concerns regarding the Blynn Garnet collection and the book cases that were made to house that collection.

Meeting was called to order at 7:20.

1. Approval of the December Meeting Minutes
  - a. Trustee Beers moved to accept the December 2016 minutes as written; motion seconded. The minutes were voted upon and passed.
2. Scott Labun/Report on Library Investments

Scott was unable to attend the meeting, he will come at a later date.
3. Treasurers Report
  - a. Trustee Beers reviewed the Balance Sheet and Profit & Loss vs Actual for 2016, overall expenses were close to budget and income increased. We are now depositing all appeal letter donations when they are received instead of holding some back for the next years budget, this shows a one time increase for 2016. Money donated for technology will be held aside until we can do more research. Trustee Beers has appealed to the town for funds to repair the plaster in the children's room, he has received no response yet.  
Librarian Lindsley said the Spanish conversation group has requested that the library buy a subscription to the online program Slow News in Spanish. Trustee Cottrell suggested the library buy children's books in Spanish for the 5<sup>th</sup> and 6<sup>th</sup> year students at Oxbow to use for practice reading. The board asked Librarian Lindsley to purchase the subscription and some children's books.
4. Library Director Resignation/Search for New Library Director.

The board regretfully accepted Librarian Lindsley's resignation. Librarian Lindsley thanked the board and spoke about her history with the library and her reasons for resigning. Trustee Eaton expressed the board's appreciation for her service and asked for suggestions on how to improve the library. She offered to order the books and supply's for the next month and the board gratefully accepted her offer. Librarian Lindsley then exited the meeting.

  - a. Job Posting - Trustee Eaton passed out the job posting for the Library Director position, some minor changes were made to the wording and it was decided to remove the apply by date and run the add for a month to see what kind of response is received. Trustee Beers will post the job description on the Vermont Department of Libraries website, the Upper Valley listserv, the Newbury listserv, the Journal Opinion and the Tenney Memorial Library website.
  - b. Search Committee – Trustees Eaton, Beers, Cottrell and Fischer will make up the search committee for a new Library Director. Trustee Eaton will circulate any resumes he receives to the other members of the committee who will meet to narrow down the applicants and then make a recommendation to the board.
  - c. Library Director Job Description – The job description for Library Director will be reviewed and updated. Trustee Eaton will send the revised job description to the other board members for review and comments.
  - d. Library Mission – Creating the Library mission will be postponed until after a new Library

Director is hired so they may help in the creation of our mission.

5. Other Business

a. The Bayley Hazen Poetry Prize will be postponed until next year due to unforeseen circumstance. Trustee Maver would like to host a poetry reading sometime during the month of April.

Trustee Eaton told the board that Trustee Sachs will be retiring from the board in April and asked board members to think of someone to replace him.

Trustee Cottrell had someone from the Vermont Historical Society come to the library to see if we can move the front desk to a different place in the library. She was told the desk could be moved, but if it is not to be used it should be put in storage not destroyed. This project will not take place until 2018 as more planning, decisions and funding are needed.

6. The next meeting will be April 27<sup>th</sup>.

The meeting adjourned at 9:20.

Respectfully submitted.

Jennifer S. Fischer

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