

*Tenney Memorial Library*

November 18, 2015

Present: Paul Sachs (Treasurer), Shelly Calley (Secretary), Cathy Kidder (Trustee), Greg Eaton (Chairman), Carly Wade (Trustee), Susan Kennedy (Trustee), Carol Cottrell (Vice Chairman), Tom Beers (Trustee), Luisa Lindsley (Librarian)

Meeting called to order 7:50pm.

I. Additions to Agenda

- a. Auditor's Report
- b. Approve Check-Signing Authority for Trustee Tom Beers

II. Approval of Minutes

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

III. Treasurer's Report/Consideration of Proposed 2016 Budget

- a. Tenney will likely have an unanticipated budget surplus by year-end, due to higher than expected income from Tenney Fest and a significant anonymous donation. Trustee Sachs suggested that we may choose to reinvest capital gains this year.
- b. Librarian Lindsley expressed that the library is in need of some updated equipment – new earphones as well as a new laptop and projector to adequately support the many presentations that the library is now hosting. Discussion amongst board that it makes sense to use the 2015 budget surplus, up to \$2000, to purchase the needed equipment. Librarian Lindsley will research costs and try to recommend specific purchases by year-end.
- c. Review and adjustment of proposed 2016 budget. Final budget presents with \$8695 deficit, due to loss of Tenney Fest income and anticipation of critical building repairs. Trustee Wade moved to adopt the budget as amended; seconded by Trustee Beers. The motion was voted upon and passed.

IV. New Business

- a. Check-Signing Authority for Trustee Beers: In the process of transferring bookkeeping responsibilities to Tom Beers, action is required to formally authorize Trustee Beers access to two checking accounts, a savings account, and the library's safety deposit box located at Wells River Saving Bank. A motion was made by Trustee Sachs for the board to authorize Tom Beers to be an authorized signer in order to conduct library book-keeping duties; seconded by Trustee Kennedy. The motion was voted upon and passed.
- b. One Card Agreement: Librarian Lindsley proposed getting involved in the OneCard project of the Upper Valley Vermont libraries, a program that allows patrons to use one card to borrow from participating libraries. Each library has its own policies on borrowing and patrons are responsible for following the policies

of each library. President Eaton signed the agreement for TML to participate in this program.

- c. Letter from Historical Preservation: We have received confirmation that paperwork for the Historical Preservation grant has been accepted. President Eaton will send a thank-you letter to Historical Preservation.

#### V. Librarian's Report

- a. The number of patrons visiting the library seems to have dropped recently, which may be due to a decrease in programming. Librarian Lindsley has experienced the programming to be a reliable way of bringing visitors to the library. She is hopeful to get a calendar of events going for the year ahead.
- b. Book circulation remains strong for child patrons.
- c. The meditation group is still meeting regularly and supporting book circulation, as members frequently check out new books after this gathering.
- d. Story time has been changed to 10:30 on the last Tuesday of the month.
- e. Librarian Lindsley is currently working on the annual report for the Vermont Department of Libraries. The paperwork is received in October and due in November. It involves a great deal of reporting and data entry, which must be done for an entire fiscal year (2014). Lindsley requested some statistics from Trustee Sachs to include in the report. She may need more hours out of the library to get the report completed.
- f. Inter-library loans have increased due to KOHA. The Green Mountain Library Consortium and Vermont Department of Libraries has announced a statewide cooperative delivery service of interlibrary loan materials beginning in January 2016. Delivery is made possible via a contract with a third commercial courier service. The annual fee for 1 weekly stop to pick-up and drop-off of statewide inter-library loan materials is \$780; the adjusted cost with VTLIB funding is \$390. The board agreed to sign up for this program, as we are currently paying well over \$400/year in postage for interlibrary loans.

#### VI. Old Business:

- a. Recognition of Retired Board Members: A cocktail hour reception will be held at TML in January, on a Thursday evening from 5:30 to 6:30pm, to honor retired trustees who have served over the past 15 years. Trustee Kennedy will cater the event with light hors d'oeuvres. Trustee Kidder will confirm a date and handle invitations. Trustee Wade will look into matted photos of the library to present as gifts to the past members. Trustee Sachs will handle the photo presentation. President Eaton will prepare a program and speech.

#### VII. Signing of Appeal Letters

- a. Letters signed by the board. Trustee Kennedy will get them mailed out.

#### VIII. Set Next Meeting Date

- a. Wednesday, February 17<sup>th</sup> at 7:00pm.

Meeting adjourned at 9:26pm.

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.***