

Tenney Memorial Library

November 5, 2014

Present: Greg Eaton, Paul Sachs, Shelly Calley, Emmy Hausman, Carly Wade, Luisa Lindsley (Librarian)

Meeting called to order 7:03pm.

I. Additions to the Agenda

- a. Holiday Dinner
- b. Laptop for Librarian
- c. Designated Book Sale Dates

II. Approval of Minutes

- a. Sachs moved to accept August 2014 minutes as written; seconded by Wade.
- b. Discussion of minutes: Sachs moved to amend August 2014 minutes by adding the name of the volunteer referenced in Section VIb, Joshua Lemay; motion seconded by Hausman. The amended minutes were voted upon and passed.

III. Treasurer's Report

- a. Treasurer Sachs provided year-to-date accounting documents – Balance Sheet and Profit & Loss vs. Actual. Documents were reviewed. TML may have a slight surplus for 2014 due to some unexpected donations and greater than expected profit from Tenney Fest.
- b. Movement by Hausman to accept Treasurer's Report; seconded by Wade. The Treasurer's Report was voted upon and passed.

IV. 2015 Budget

- a. 2015 Profit & Loss Budget Overview presented by Treasurer Sachs. Proposed adjustments were made to the following categories, based on 2014 data: fundraising and miscellaneous income, book purchases, fundraising expenses, operations, payroll (for substitutes) and utilities. Movement to accept 2015 Budget by Hausman; seconded by Eaton. No further discussion. The proposed budget was voted upon and passed.

V. New Business

- a. Review of Proposed Agreement with Town of Newbury: Conditions of agreement were reviewed and some items identified for further discussion. Motion by Sachs to designate President Eaton to negotiate with the town on the library's behalf; seconded by Hausman. Motion carried. Eaton will bring any amendments back to the TML Board of Trustees for final approval.
- b. Joint Board Discussion with Baldwin Memorial Library: Trista Burns from Baldwin Board of Trustees has proposed that both libraries come together to collaborate in areas such as fund requests to the Town of Newbury. TML Board agreed to begin discussions of how we can partner, potentially scheduling an initial meeting for after the holidays. Eaton will follow-up to make arrangements.

- c. Holiday Dinner Dates: Annual TML Holiday Dinner scheduled for December 15th at 6:00pm, hosted by the Hausman's at their home.
 - d. Laptop for Librarian: Librarian Lindsley has raised concern about the outdated software on her laptop computer and consequent functional and security risks. Lindsley and Treasurer Sachs will discuss further and make a proposal to the board regarding the purchase of a new computer.
 - e. Designated Book Sales: To be discussed further and dates to be set at the next meeting.
- VI. Librarian's Report
- a. Librarian Lindsley has been working on the annual report for the Vermont Department of Libraries. She noted that a lot of information is being requested about volunteers and the amount of volunteer time used by the library.
 - b. Lindsley has completed a 5-day training on Collection Development, gaining information on essential books we are missing in various categories of our collection. She plans to spend the remainder of the 2014 book budget toward the purchase of some of these items before the end of the year.
 - c. Lindsley reported that the parent book club, a partnership with Newbury Elementary School, has been very steady and a great success. This has increased the request for parenting books in the library. Lindsley is looking for ways to engage the children who are present at the library during this time; considering crafting, yoga, etc.
 - d. Lindsley reported that circulation in the youth categories is increasing, partially due to some community members who are home-schooling their children and making regular use of the library.
 - e. Lindsley is gathering information and ideas for increasing adult programs in 2015. She is still considering offering some kind of computer/technology training for patrons who are not familiar or comfortable with computer use.
- VII. Old Business:
- a. Librarian Maternity Leave: Caroline Nininger will be covering Librarian Lindsley's maternity leave. Lindsley will continue to work as long as she is able and tentatively plans to return in January. Caroline is available to begin working as soon as she is needed and can cover until February if necessary. Caroline cannot work on Saturday, November 29th. Lindsley will work on finding coverage by someone else but the library may need to close or have limited hours on that day if coverage is unavailable.
 - b. Appeal Letter Signing: Scheduled for November 19th at TML. Eaton will circulate a draft of the appeal letter for board approval prior to this gathering. Sachs proposed including an insert with information about Amazon Smile as an additional way of financially supporting TML; he will create a draft and circulate that for approval as well.
 - c. Tenney Fest 2015: Defer until next meeting when Trustee Kidder is present.
- VIII. Next Meeting Date:
- a. Wednesday, February 11th 2015 at 7:00pm.

Meeting adjourned at 9:00pm.

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.