

Tenney Memorial Library

October 20, 2016

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

Meeting called to order at 7:01

There was one addition to the agenda: Item e under New Business – Idea's and Comments from Library Patrons.

1. Approval of August Meeting Minutes

a. Trustee Cottrell moved to accept the August 2016 minutes as written; motion seconded. The minutes were voted upon and passed.

2. Treasurer's Report

Trustee Beers reviewed the Treasurers Report. There are some differences from the projected budget. Dividend income has been less than projected, but some expenses have been less than budgeted and there will be more income before the end of the year. Art Morris has been hired to repair and paint the basement and attic windows and the left post by the entry way. Trustee Cottrell moved to accept the Treasurers report, motion accepted. Motion carried.

3. New Business

a. Appeal Letter Ideas – Trustee Eaton asked the board for some ideas/suggestions that can be incorporated into the appeal letter. Ideas were offered by the Librarian and several board members regarding children's programs, computers, building accessibility and maintenance.

b. Library Mission Statement – Trustee Eaton suggested that the board develop a mission statement. Trustee Beers mentioned that the Vermont Department of Libraries will help library's create their own mission statement. All agreed that a mission statement would help with goal planning for the library.

c. Board Member Responsibilities - Trustee Eaton suggested that the library have a list of board member responsibilities so the Librarian knows who to refer to when situations arise that are beyond her job. Trustee Eaton will read A Manual for Vermont Library Trustees for ways to create a list of responsibilities pertinent to Tenney Memorial Library board.

d. Budget Committee Meeting – Librarian Lindsley, Trustee Beers and Trustee Eaton will meet prior to the Budget Committee meeting to discuss and create the proposed budget for 2017. Trustee Eaton will also meet with Trustee Sachs to review the list of outstanding building maintenance projects in preparation for the Budget Committee meeting to be held on Thursday, November 17, 6:00 pm.

e. Idea's and Comments from Library Patrons – Trustee Wade spoke of a conversation with a patron regarding moisture in the basement. She also mentioned that other patrons have suggested that the library be used for a craft fair with a percentage of the proceeds to be donated to the library.

4. Librarian's Report

Librarian Lindsley suggested that we put a link to PayPal in the appeal letter for donations. The website has been updated. The librarian asked that money be put in next years budget for either

a computer consultant or a web class (for her) pertaining to the creating and maintaining of websites. The Orange County Parent Child Center is running a new program at the library called Building Brite Futures on Thursday afternoons from 2:30 – 4:00. The library is having an exhibition of Stephanie Taylor’s art work thru November 2nd.

5. Old Business

a. Fall Festival Book Sale Results – Trustee Eaton thanked the volunteers who worked the Fall Festival Book sale which netted \$504.00

b. New Laptops/computers for Library – It was decided that the need for new computers would be mentioned in the appeal letter.

c. Library Programs/Calendar – Trustee Eaton asked that we create a calender of reoccurring events to ease scheduling for the Librarian. The Librarian would like to create a calender of her duties through out the year in case there is a need for someone to take her place.

6. Other Business

Trustee Maver spoke about the Bailey Hazen Poetry Prize and her wish to repeat the program during poetry month (April) and involve the local libraries. It was decided to add this as an agenda item for the next board meeting.

Trustee Beers suggested that the board think about future fundraising to make up for the loss of income from Tenny Fest.

Trustee Maver graciously offered to take the vinyl records that were stored in the basement.

7. Date for November Budget meeting and Date to Sign Appeal Letters

The Budget Meeting will be Thursday December 8th at 7:00 pm.

The meeting to sign appeal letters will be Wednesday November 16th at 5:30.

The meeting adjourned at 8:55

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.