

Tenney Memorial Library

February 18, 2016

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

Meeting called to order 6:59pm.

I. Approval of Minutes

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

II. Treasurer's Report/Scott Labun Update on Investments

- a. Investment Report by Scott Labun: The library's investment portfolio's total return was -1.4% in 2015. Scott will be giving up his broker's license this year, but is willing to continue helping to manage Tenney's investments.
- b. Treasurer's Report: The 2015 budget projected a slight deficit but the year still ended with a gain, due primarily to some unanticipated donations and a very successful Tenney Fest. Trustee Sachs moved to accept the Treasurer's Report as written; seconded by Trustee Eaton. Minutes were voted upon and passed.
- c. Mileage Reimbursement: Trustee Beers raised the issue of the IRS mileage rate, which went to \$.54/mile. Agreement to change the Tenney reimbursement rate to match the current IRS rate.

III. New Business

- a. Shaw Property: Inquiry to Librarian Lindsley whether the library has been impacted by the generator noise of the Shaw property. As the doors and windows are closed in the winter, Lindsley has not noticed any impact on the day-to-day running of the library. She will update the board of any changes.
- b. Payment of Substitutes for Librarian: Discussion regarding the use of volunteers vs. payment of substitutes when Librarian Lindsley is not available during library operating hours. Agreement that Lindsley may cover some of the open hours with a volunteer, and then use those hours to complete her other librarian duties. However, Trustee Beers spoke to the importance of ensuring that the majority of the library's open hours (20 hours/week) be covered by the librarian herself in order to keep visibility strong. Librarian Lindsley expressed difficulty in being able to accomplish all other librarian duties in the 5 hours per week she has that the library is not open. Agreement to add the need for more librarian hours to the agenda for next meeting. Trustee Cottrell recommended for Librarian Lindsley to track a typical week to get a more concrete sense of what she is/is not able to accomplish in a week.

- c. Candidates for New Trustees: Trustee Calley has submitted her resignation from the board. She will serve through the June 2016 meeting. Between now and next meeting, board members will be considering possible nominees for the upcoming vacancy.
- d. Library Officers: At the upcoming officer elections in June 2016, the board will need to elect a secretary to replace Trustee Calley. President Eaton requested that the board also consider a new chairman or co-chairman, someone who can be more present and involved in library needs on a day-to-day basis.
- e. Adding to Endowment: Suggestion by Trustee Sachs to put the bulk of the 2015 donations into the endowment and not take any capital gains in an effort to work toward financial sustainability. This will need to involve a budget adjustment and vote at next meeting.

IV. Librarian's Report

- a. Computer Needs: Librarian Lindsley shared that the computer used for checking out books is outdated and very slow. The board discussed the possibility of using some donation money to purchase a new computer for this purpose.
- b. Green Mountain Messenger: Librarian Lindsley has begun using the Green Mountain Messenger program for interlibrary loans, but is finding the process more complicated than originally thought. Not all libraries participate in the program, which has required the use of this program and traditional USPS mailings, creating more work. Librarian Lindsley has inquired about getting out of the Green Mountain Messenger contract but is still waiting to hear back. Trustee Sachs will communicate that the Tenney board supports Lindsley's decision to opt out. If we are binded contractually, Lindsley will use the service for the remainder of the contract but will need a volunteer to help manage the extra time.
- c. Use of Library Space: The meditation group continues to meet on Monday nights at Tenney. This group has been going for nearly 3 years and more teenagers are beginning to participate. Linda Bryan has begun some photography workshops at Tenney, currently scheduled for two Tuesdays and two Saturdays in February. Connie Phileo and Claude Phipps are using the library for tax preparations, on Wednesdays and Fridays from 9:00am to 4:00pm, from January 10th through April 15th. Sheena Loschiavo will be offering a Healthier Living workshop at Tenney on Wednesday evenings from 5:00 to 7:30, from February 24th through March 30th. The library cannot be used for other purposes during these times. The board discussed the topic of charging fees for private use of the library. Agreement to continue the current practice of accepting optional donations rather than charging a set fee. Trustee Eaton will add the topic of facility use guidelines to the agenda for next meeting.
- d. Reach Up Volunteers: Librarian Lindsley has received an inquiry about Tenney becoming a possible placement for Reach Up volunteers. Discussion about some duties that could be completed by these volunteers – dusting and cleaning and other optional projects that the librarian identifies. Librarian Lindsley will inquire

more about the paperwork and other responsibilities involved and will sign up if the time commitment is minimal.

V. Old Business:

- a. Library Cleaning: Trustee Cottrell has spoken with Glen about cleaning responsibilities. His understanding is that he should be sweeping the floors, vacuuming the rugs, cleaning the bathrooms, and he volunteers to take the trash. Glen shared that there have been times that he hasn't had enough time to do all of the duties in the hour per week that he has. He is willing to come an additional time during the week and suggested another half-hour on Wednesday evenings to sweep and remove the garbage. Trustee Cottrell has offered to monitor the cleaning and be the point person for getting supplies, etc. She will also take responsibility for purchasing the other paper products and supplies for the library to free up Librarian Lindsley from this duty.

VI. Other Business

- a. Policy for Closing the Library: The board agreed that the library should close if Newbury Elementary School closes for weather-related reasons. This closure policy should be posted on the website and at the library, so that patrons are aware to check for the possible closure before traveling to the library. If the library does close, Librarian Lindsley will contact Trustee Beers and he will come put a sign on the library door. The board also discussed closure for Town Meeting Day. Agreement that the library will remain open, but will allow a substitute if Librarian Lindsley would like to attend Town Meeting.
- b. Librarian Time Away: Librarian Lindsley said that she needs to travel to Peru and will be away from February 23rd through March 31st. She has much of the time covered but there are still some outstanding dates that will require a substitute. Trustee Cottrell will try to help with coverage. Lindsley will communicate the outstanding dates directly to Trustee Cottrell.

VII. Set Next Meeting Date

- a. Thursday, April 28th at 7:00pm.

Meeting adjourned at 9:57pm.

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.