

## **HASTON LIBRARY TRUSTEES**

### **Meeting Minutes for January 9, 2016**

#### Call to order

Bryant called meeting to order at 1:04PM

#### Attendance

Kathleen Engstrom, deb Grennon, Carole Richard, Bryant Reynolds, Nancy Magnant, Sue Clark

#### Comments from Citizens Present

none present

#### Approval of

##### Librarian's Report & Librarian's summary

Motion: Nancy Magnant moved to accept  
Carole Richard seconded

Discussion: Trustees discussed the possibility of finding out the percentage of patrons outside of the Franklin community that attend Haston programs.

Vote: Motion passed unanimously

##### Financial Report

Motion: Sue moved to accept  
Nancy seconded

Discussion: Trustees wish to understand budget item petty cash. Petty cash is primarily used for interlibrary loans at the post office. It is replenished monthly to keep a consistent balance.

Vote: Motion passed unanimously

##### Meeting Minutes for December 3, 2015

Motion: Nancy moved to accept  
Carole seconded

Discussion: The minutes were not proofread and there are some errors, abbreviations and omissions. They will be rewritten and approved at next meeting.

No vote.

## Meeting Minutes for December 18, 2015

Motion: Sue moved to accept

Carol seconded

Discussion: Note spelling of Trustee member Carole Richard.

Vote: Motion passed unanimously

## Correspondence

Green Mountain Library Consortium renewal membership 2016 invoice \$374.02 . Membership includes Listen Up VT subscription, Vermont Organization of Koha Automated Libraries automation system and most recently the Green Mountain Courier service. Membership has increased by 24.02 because Listen Up VT usage has increased.

## Old Business:

Budget - Select Board Meeting- Bryant and Kathleen attended and presented the budget to the select board. They had a few questions which Kathleen answered well. We have not heard of any changes.

## Review Haston Library By-laws and Policies

Motion: Sue moved to address the By-laws at the February meeting

Carole seconded

Discussion: Trustees wish to have these updated and current

Vote: Motion passed unanimously

## December/Evaluation Meeting held on other than Christmas party night

Motion:Nancy moved to meet on separate night from party

Sue seconded

Discussion: The meeting was rushed

Vote: Motion passed unanimously

Town Report - Due first week of January - Bryant and Kathleen completed and sent

There are some spelling errors and revisions to include: Eben Racine, Building Bright Futures and will include seller of telescope. Also will add RiseVT as grantor of snowshoes.

#### New Business:

Children's Room Bookcases: Estimate \$1,300 materials, labor finish Estimate of \$100 installation

Trustees would like librarian to invite Ken to February meeting to present sketches, timeline and purchase list for project. Colburn memorial funds are intended to pay for project. Morton memorial will be used for separate project.

Vacation time on calendar or fiscal year-tabled

#### Snowshoe Policy - Liability Release Forms

Motion: Sue moved to accept the Snowshoe lending policy with the addition of the date January 9, 2016.

Carol seconded

Discussion: Kathleen used template from Fairfax library to create the policy, trustee members approved.

Vote: Motion passed unanimously

#### Other Business:

Town Meeting Lunch

Reminder that Trustees will get lists to call for Town meeting dinner fundraiser

Sue would like Executive session added to future agendas knowing it does not need to be utilized at every meeting.

Kathleen informed trustees that the United States Postal Service

will now be charging for the use of the Post Office Box. The library and town have never been charged in the past. Both will be charged beginning immediately. The choices include a mailbox outside, a small Post Office box for \$60/year or a large Post Office Box (which is what is currently used) for \$88/year. The large box would better ensure quality of periodical subscriptions/materials.

Motion: Bryant moved to keep the \$88 box

Carole seconded

Vote: Motion passed unanimously

Motion: Nancy moved to adjourn at 2:10

Carole seconded

Vote: Motion passed unanimously

Bryant called meeting to order at 2:12

Motion: Bryant moved to enter executive session at 2:12 for the purpose of discussing a personnel issue

Carole seconded

Vote: Motion passed unanimously

Trustees came out of executive session at 2:38

Motion: deb moved for Bryant and two other would meet with Kathleen before next meeting to address auditor's questions

Sue seconded

Vote: Motion passed unanimously

Next Meeting: 1 pm, Saturday, February 13th, 2016

