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