

## HASTON LIBRARY TRUSTEES MINUTES October 6, 2016

Chair Sue Clark called the meeting to order at 5:59. All trustees (Bryant Reynolds, Carole Richard, Nancy Jewett, Deb Grennon, Linda Hartman, and Nancy Magnant) were present as well as library director, Kathleen Engstrom.

The librarian's report was accepted.

The financial report was discussed. At Kathleen's request it was decided that Green Mountain Courier bills will be paid on arrival to get a discount. The financial report was approved.

The minutes were accepted.

### Correspondence:

The library has received more than \$600 in donations.

The DVD records of the Franklin High School *Molecules* are completed.

AWE computer is updated and use stats showed 593 uses in the last fiscal year.

Shelburne Museum is reassessing library passes and may raise the fee to libraries. FLARE is responding with a letter regarding the use of the museum by Franklin County residents.

### Old Business:

Trustees will make finger foods for the Hoe-Down; set-up will be at 8pm Friday at the Town Hall.

A 2016 Job Description for the Haston Library Director was presented. The following changes were made at the meeting:

Essential job components and responsibilities:

**Manage** day to day operations of the library

**Collaborate** with local community organizations, VT DOL, FLARE, and **Green Mountain Library Consortium**

**Prepare and implement** the budget

Minimum knowledge.... **Change style to list. Also change Librarian Certification to Vermont Library Certification.**

### Policies and by-laws

Agenda coordinated by chair and library director

Chair organizes papers for meetings; vice-chair in absence of the chair

Technology – library director

Volunteer coordinator is eliminated

It was voted that the library director can nominate volunteers to be recognized with a certificate and have their names added to the plaque.

### New Business:

On the Budget Committee are Nancy J, Treasurer; Kathleen, Library Director; Carole R.; Deb G.; and Chairwoman, Sue C. The budget will be presented at the December 1 meeting.

Those serving on the Evaluation Committee are Sue, Deb, and Linda.

Winter meetings will be as follows: December – December 1<sup>st</sup> at 6pm, January 7<sup>th</sup> at 8am, February 4<sup>th</sup> at 8am, and March 4<sup>th</sup> at 8am.

### Other Business:

Reduction of paperwork at meetings was discussed. It was decided that the agenda, minutes, and other relevant documents will be emailed to the trustees by the library director. It was voted to change the monthly librarian report to show only 2 years of statistics. A desire to get annual statistics to provide consistency was voiced. Kathleen will give the trustees available options.

Meeting adjourned at 7:13.

Respectfully submitted,  
Nancy Magnant, secretary