

November 8, 2018
Haston Library Trustee Meeting

6:00 Call to order

Present: deb Grennon, Susan Clark, Linda Harman, Jeff Teitelbaum, Molly McGinty, Paula Tremblay, Stacie Tremblay, Carole Richards.

Agenda Amendments:

1. Thank you Notes- old business
2. Updates on book pillows- community updates
3. ESL- Librarian updates
4. Action on strategic plan- old business
5. Librarian job description- old business
6. Librarian clerk job description- new business
7. Library inventory- new business

Comments from citizens present: None

Approval of:

1. Meeting minutes of October 11, 2018:
Motion by Jeff to approve minutes and seconded.
Discussion: Page 2, change money amount from \$16025.38 to \$1600.38.
Motion passed
2. Librarian's Report
Motion by Linda to accept and seconded.
Discussion: Notice of increase children during story hour.
Motion passed
3. Financial Report
Motion by Sue to accept and seconded.

Discussion: Sue read from the law of public libraries in reference to reserve funds. (found on page 8, 7th paragraph down) Sue has spoken with Lisa Laravee in the town clerk's office and she is very much in favor of the trustees moving forward on the matter. Sue also pointed out that this will help to provide transparency of funds gifted, donated, grants and unexpected revenues. Also allows for a carry over of funds from year to year.

Deb will ask that a vote for creation of a reserve fund for the Haston Library be placed on the warning for the annual town meeting.

Sue will check investments from endowments and when it has to be spent. (Kim Gates- Maynard is in charge of the endowments)

Wednesday, Dec. 19, 2018 at 7pm there is a select board meeting to present the budget, this will be part of the presentation to the board.

Motion to accept the financial passed.

Motion by Paula to ask the selectboard an article for the warning of the annual town meeting to create a reserve fund for the Haston Library and seconded. Motion passed.

Old Business:

Budget-Line by line item reviewed.Molly also presented a line by line proposed budget for comparison with the board presented budget.Salaries and payroll tabled for executive session. Molly discussed the computers currently in the library. She feels that we have enough for the community needs, however a new hard drive may assist in speed and memory. Molly also felt that a standard no frills laptop would be fine for the current needs of the library, which is mostly used for showing movies. There is already money dedicated in this years budget for this under technology- \$700.00. Molly will search for an appropriate computer. It was noted that Molly has made several cuts/deductions in her budget presentation to the trustees.

Kanopy streaming was presented by Molly. This is a video/movies streaming that can be used by patrons for education and entertainment. The fee per movie is \$2/each. Molly stated that Montgomery has just started this program in their library. Much discussion of uses for the library to provide movie nights in other locations. Molly will check with the representatives on legalities, carry over of unused movie each month, and other questions asked by the trustees. It was a general feeling that with the money saved by Molly in the budget, that this could be a trial subscription in the future.

Proposed Budget:

Line 5-6: Salaries and payroll tax- Will discuss in executive session

Line 7: Books/streaming- \$6010.00

Line 8: Proc/Shipping- \$310.00

Line 9: Capital: \$400.00 (new hard drive)

Line 10: Programs: \$1100.00

Line 11: Supplies: \$1050.00

Line 12: Technology: (\$700.00? Carole will ask how this was spent)

Line 13: Telephone- \$950.00

Line 14: Postage- \$60.00

Line 15: Interlibrary Loan: \$1130.00

Line 16: Professional Development:\$550.00

Line 17: Prof. Resources: \$170.00

Line 18: Mileage: \$300.00

Line 19: Misc.: \$100.00

Line 20: Shipping/Handling: \$100.00

Line 21: Seed/Garden: 0 (Grant money)

Line 22: Cleaning: \$1540.00

Line 23: Membership: \$1160.00

Line 24: Memorial- 0 (Hope to relabel reserve in future)

Line 25: Fundraising/Promoting: \$250.00

Job description:

Sue moved to accept the revision for librarian and seconded
Motion passed

Clerk Job description: revisit at the next meeting. Stacie has reviewed the current one and will work with Molly to create a new more appropriate description.

Strategic Plan:

Deb moved to accept the 3 year plan and seconded.
Motion passed with the understanding that the plan will be reviewed monthly as part of the library report.

New business:

Community updates:

Harvest Day was a huge success. Many volunteers, trucks and tractors. Next year we will be careful not to block the Fire trailer in back of the fire station.

Trunk or Treat- Molly was there representing the Haston Library
School Safety Night Party- Molly was there reading spooky stories in the dark

Tree Lighting will be in front of the Library Friday Nov. 30- 6:00pm- the Library will have a craft inside for the children and a sign in table for a count of those attending will be outside with hot cocoa supplied. Paula has already acquired a donation of nut free hot cocoa from Mark Racine and containers for the hot cocoa from the school.

Polar Express- Dec. 14th at the School- The library will be handing out books from the Patty Mason Memorial fund. Plans are to have the volunteers outside in an igloo type shelter at the end of the wagon ride.

ESL Adult learning: We no longer have this at the Haston because of the hours offered did not coincide with our hours of operation. This is an unfortunate loss of patrons due to hours of operation.

Molly is looking for adult programming ideas. Possible voting for books when checking other books out. Molly is working on a plan. It was also mentioned that the Felco Room and the school are 2 venues that can be used for programming if the size of the program needed exceeds current size of the Haston.

Felting has been offered in the past and was popular as was barn quilts presented by Monica Kelley.

Book Pillows: Sue currently has 20 pillows ready to go. Molly is working with trustees on the program "1000 Books Before Kindergarten."

Thank you's: Molly gave Paula a list of people in need of being thanked for their participation and help with Harvest day to make it fun and successful.

Credit card: The library now has a credit card with an \$800.00/monthly limit. Molly will use this for supplies and other needs.

Amazon prime: Molly uses her prime account on some books to save the cost of shipping and is reimbursed.

Candy: Molly has mentioned that some patrons have expressed displeasure of having candy available to children. Also concerned of safety with regards to possible allergies.

Motion by Paula that candy should remain out of view and not offered to children and seconded.

Motion passed.

Volunteer Policy: Molly and Stacie will work to create a policy for volunteers to follow.

Inventory: Molly has been creating an inventory of all equipment and tech supplies. It was suggested that perhaps photos could be taken of library inventory (computers/supplies and equipment) and stored in “cloud” for access if needed.

8:10pm Exit meeting to enter executive session.

Motion by Sue to enter executive session and seconded.

8:24 Exit executive session.

Motion by Paula to submit salaries in the budget for the librarian to have a pay raise of 3% beginning July1, 2019 and the library clerk to have a pay raise of 3% beginning October of 2019. The motion was seconded.

Motion passed.

8:30: Jeff moved to adjourn and seconded.

Motion passed.

Next meeting December 13, 2018 6pm

Respectfully submitted,
Paula Tremblay, Haston Trustee Secretary.