

TUNBRIDGE PUBLIC LIBRARY

Board of Trustees Meeting -Minutes

6:00 PM, Sunday, July 13, 2014

library.trustees@tunbridgevt.com

In attendance: Catherine Freese, Anne Mallary, Jean Wolfe, Ben Wolfe, Sarah Tischer Scully, Anita Abbot

COMMUNITY INPUT: No comments.

SECRETARY'S REPORT:

Minutes were kept by co-chair Sue Barnaby and were read by Catherine Freese. A motion was made, seconded and passed to accept the minutes. Please see Trustees Minutes on the TPL website for the 6/6/14 meeting notes.

TREASURER'S REPORT:

There are two bank accounts for the TPL. One is an Operational account, and the second is a Payroll account; e.g. the town appropriation goes into this account and pays wages. This year, we have \$2,056.75 left over from the payroll account, which went into the operational account. The operational account has a balance of +\$4500.00. We reviewed the end of year financials. Both income and expenses were lower than budgeted with an overall net of -\$700.00. The Friends deposited \$14,000.00 into our account with the Trustees of Public Funds.

LIBRARIAN'S REPORT:

Jean Wolfe reported the summers being quite variable in regards to patrons, and an overall increase in wireless users. Anne Comstock and Laura Young have returned as volunteers. A copy of the Birth to Three grant Sue Barnaby received is at the library. Question: Who signs Sue's timesheet? (All four trustees present signed it.) The Cliff Grant organization sent the TPL a list of 900 children's books to choose from this year, Jean mentioned they will work with the Head Start program concurrently.

Repairs money was spent on new rugs. More people are getting connected to Listen Up! Vermont, which offers e-books and audio books. We agreed more information on the TPL website is needed on this.

A Diaper-Changing-Station is coming to the library. The TPL website's "Help Out" will be used to defray this cost.

Concerns were raised about the regularity of the mowing and edging around and behind the library. Anita received a copy of the town mowing contract from Wendy McCullough 7/15/14.

LOOK AT AND GIVE FEEDBACK SARAH/BEN WORK ON TPL WEBSITE:

Trustees approved new section of the site for Trustee information and minutes. Ben will continue working on posting information (such as a link to the ListenUp! Vermont program).

Note about communication: all email to Trustees should be sent to the automatic mailing list: library.trustees@tunbridgevt.com, with CC to Jean, Ben, and others as needed.

Communication with library staff (via email and the Contact form on the library website) will remain the same.

The next area of development for the site will be a "Help the Library" (or similar - suggestions on wording welcome) page with information on volunteer opportunities, donation suggestions or "sponsored" items (such as monetary contributions for the diaper changing station); information about donating items for the collections, and other ways that people can help out or give to the library. Please send information to Sarah for inclusion on this page.

Trustees agreed to post proofread, draft minutes to the website as quickly as possible. Anita will send minutes after each meeting, trustees will review and edit as needed and Sarah will post the proofread draft to the website, to be officially approved at the next meeting. Sarah will also post the agenda for each upcoming meeting when it is set by the chair(s).

REPAIRS TO BUILDING:

UPDATE ON JUSTIN FERRO'S WORK TO THE OUTSIDE OF BUILDING:

Justin has been paid. We will look into the most severe problems to the outside of the building at our 8/17/14 meeting.

NEW OPEN LAW MEETING-WHAT DOES IT MEAN TO US?

Catherine Freese explained the new changes to the Open Meeting Law.

Our proofed trustee minutes shall be put on line within 5 days of our meetings. The trustee meeting Agenda will be put there as well. At the next month's library trustees meeting, we will approve these proofed minutes. In order to avoid warning each meeting notice will be placed in three places. We will publish our regularly scheduled meeting in the Town report.

PUBLIC PETITIONS IN THE LIBRARY:

The following policy, "Petitions in the Tunbridge Library" was approved by the Tunbridge trustees on July 13, 2014.

People are welcome to leave petitions in the library vestibule (a bulletin board will be provided), but are asked not to solicit patrons or library staff anywhere on the premises.

ACTION ITEMS:

Anne will get cork board for the library vestibule wall for Public Petitions.

Copies of former library trustee secretary Sharon Mee shall be requested for our records presently.

Everyone will send information for the "Help the Library" page via email to Sarah, who will draft the page for the next meeting.

Next meeting: August 17th, Sunday, at 6:00pm

REPAIRS, WEBLIST, MOWING CONTRACT