

## TUNBRIDGE PUBLIC LIBRARY

### Board of Trustees Meeting- Minutes

6:00 PM Sunday, August 17, 2014

library.trustees@tunbridgevt.com

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

### **COMMUNITY INPUT:**

It was reported that the ArtSpace reception went well, lots of compliments received. Ben also had favorable comments outside of the library. Chapter books, (early readers) will be moved to the YAF room. A volunteer needs to be found to do signage on the shelves. Roberta was suggested.

### **SECRETARY'S REPORT:**

The TPL Trustees Meeting of 7/13/14 was read. Amendment to the word "materials money" to be "repair money" in the librarian's report has been made. Minutes were accepted.

### **TREASURER'S REPORT:**

Postponed until next meeting (September 21st, 2014 at 4 PM). Discussed was the \$100.00 gift of volunteer Anne Peters to create a petty cash box. (Sorely needed.) A separate cash box was discussed for Donna Nelson's goods as well.

### **LIBRARIANS'S REPORT:**

Jean mentioned that she will pay the \$140.00 yearly post office box rental fee from the library's credit card. Discussed were options/ideas to help alleviate the work load from Jean at this time, due to personal concerns. We agreed to look into the library's Five Year Plan as well as finding a volunteer coordinator.

### **VOLUNTEER COORDINATOR FOR THE LIBRARY:**

Library employee Marsha Higgins will be on medical leave through September 30th, perhaps longer, and volunteers will be actively sought through the TPL website as well as library patrons. Joanne Goodnow has a list of local people who may be available for these purposes, and has offered to call prospective volunteers. We will actively seek a Volunteer Coordinator. Ben sent out an email to past and present library volunteers specifying times and days we need them most, asking for their availability.

## **JENN HAYSLETT: FUNDRAISING/LEGACY GIVING:**

Jenn Hayslett, from the Sharon Academy, is coming to our September 21st meeting with creative ideas as to how to generate more fundraising monies besides that from the yearly Plant/Bake/Book sale in May, and to speak about legacy giving. A suggestion was for her to speak for an hour, followed by a half hour of questions and answers, so as to maximize her time and input with us.

We discussed a legacy program, a "remember the library in your will or trust," with funds being received by the Friends of Public Funds (? help.) The distinction was made between the Friends of the Tunbridge Library, who usually fundraise, in addition to the library's own fundraising. The Friends of the Library do most events...are they serving a separate role? A suggestion was to have members of the Friends attend this September meeting, e.g., Euclid, Donna, and Elaine, to name some. Questions raised were: what do municipal volunteer libraries do to raise money? We will be looking at low input ways to raise money.

## **LOOK AT/GIVE FEEDBACK TO SARAH/BEN WORK ON TPL WEBSITE:**

Sarah and Ben suggested a new category to the navigation bar: HELP THE LIBRARY. The website is up and looks very good.

## **LAWN MOWING:**

This was tabled until October. Mention was given to snow shoveling as well as lawn mowing and trimming for the library.

## **REPAIRS TO BUILDING:**

JUSTIN FERRO UPDATE: Justin has been paid for his previous work.

Ben reported on three mayor building repairs which need to be addressed, and will get itemized estimates from Justin as well as Rob Kwatowski (sp?) as soon as possible. The three repairs are as follows: The leaking triplet window frame on the west side of the library; the downstairs door needing immediate replacement; framing and skirting board needing replacement along that same wall.

## **ACTION ITEMS:**

- Ben to get two itemized estimates for building repairs from Justin and Rob.
- Joanne Goodnow to call town list of interested people for volunteering.
- Help-the-Library link to be added to the TPL website by Sarah and Ben.
- Friends of the Library people to be called to attend our **next meeting, Sunday, September 21st at 4:00 PM.**

-It was suggested that after September we meet on Wednesday evenings at 7 PM.

**TABLED:**

Treasurer's Report; Grounds maintenance.