

## Library Trustees Meeting

Wednesday, September 28, 2016 6:30 pm

Attending: Sue Barnaby, Anita Abbott, Jean Wolfe, Theresa FitzGerald, Sarah Tischer Scully

### **Community Input**

Anne asked about the Verizon network extender. Suggested asking AT&T if they would also send one.

Sue got a question about Library Hours on Saturday (website needs to be updated as well), said the change was due to Story Hour at 9:00 am.

### **Clerk's Report**

Approved as written.

### **Treasurer's Report**

Some new memorial contributions have come in recently.

Anne will reconcile the library's bank balance with Town Treasurer's accounting across the FY gap, and do the end-of-year report, as well as finalizing our budget proposal to the Selectboard.

### **Librarian's Report**

Last book sale of the season went off well - over \$500 in fundraising over the course of the Summer. September saw 2 story hours, which Ben has lead so far.

New lights inside for the art look great. The outside lights are improved and just need a timer.

Need to look at Emergency Exit lighting - did not work properly during last power outage.

Racer-car reading challenge was very well received by the kids.

Sue proposed sending a thank-you letter to Kay for helping with the book sale, etc. Sue will send a card.

### **State Library cutback letters**

Perhaps waiting until after November - asking Sarah Buxton or Mark McDonnald who would be the best contact. Sarah S. suggested asking other boards of trustees to ask if they'd be interested in sending a similar letter.

## **Archive Room**

On hiatus because of the Fair.

## **Fundraising Letter**

Pewter key rings or ornaments? Jean will check with her contact about that possibility.

### **Timeline**

- Finish list by early OctoberL List is in good shape for this year - just need to add new patrons and new-to-town folks (Jean and Ben will do this). Sue will proofread the list also.
- By October 12 meeting we'll decide on an incentive gift and have finalized letter.
- By November 1 Jean will have packets ready: envelopes, donation slip, Library Calendar insert, letter, and stamps.
- Trustees pick up packets, customize letters and send by mid-November.
- Gather the Trustees to start thank-you process after Thanksgiving.

## **New Business**

ArtSpace update - Betsy has stepped down, wrote a letter to the Trustees but this is a Friends program - they should take action to find a replacement.

Two artists are booked for November, January but waiting to hear confirmation from someone that the Library has approved the start dates.

## **Fundraising**

Sue called Jen Hayslett to find out about next steps for fundraising advice, waiting for a better time to continue the discussion.