

## **Meeting Notes for the Wardsboro Public Library, February 17, 2020**

**In attendance**-Mark Fernandes, Sheri Lewis, Carol Fay, Bob Stupp, Carol Backus, Jill Dean

**Call to order at 6:56 p.m.**

**Changes to Agenda** -Executive Session for employee review

**Public Comments**-Paul Specter, FOWL representative and new chairperson.

Background- Administration education and marketing with non profits, Chair of the WPL Broadband committee

Discussion with Paul regarding the relationship with the FOWL and future hopes for collaboration and cooperation. The need for storage of trustees records needs was discussed. Paul will go back to the FOWL's meeting for approval.

Twentieth anniversary celebration is being suggested by the FOWL's for the Trustees to facilitate.

**Approval of Previous Meeting Minutes**- Approved without changes.

**The Receipt of Treasurer's Report**-Income from the Annual appeal has slowed at this point. Currently the cash flow situation is good despite the end of two past income events. Fundraiser amounts have improved helping to offset the loss of these events. Motion made to accept the Treasurer's Report by M. Fernandes, seconded by C. Fay. All in favor 5-0.

**Receipt of Library Director's Report**-Jill will be attending the Southern Vermont Librarian meeting being held at the Wardsboro Public Library later this month.

### Concern from the Library Director's Report:

-Trustee representatives attending the upcoming Town meeting are: Bob Stupp, Carol Backus, Sheri Lewis, Carol Fay.

-Volunteers needed for the April 4th Easter Egg Hunt- egg placement. Carol B. Carol F., Sheri Lewis will assist.

Review of the current proposal for the new AV system. Review of the 50/50 grant available to assist in the cost of this system. A second estimate is currently being researched.

CLIF Grant- Jill will apply for this grant which will supply books and programs for kids-both to the elementary school and the library.

A donation by Jill Dean for a new printer has been purchased and in place at the library.

Bob Stupp will research the cost of Vermont Geeks as a resource for our ongoing tech support.

### **Committee Reports:**

Art- Knitters are here for the next 2 months. Many of the knitters are donating a portion of their art sales which will go to the Art fund- for light bulbs, frames, etc...April will bring in Bob Angell's photos.

Building- There is a concern about the beeping from smoke alarm. It may be a battery which will be addressed by Jill to Jerry Cloutier on February 18, 2020.

Guidelines -update from Mark and Carol B. regarding their meeting with FOWL. There was no meeting. There is a new chair for FOWL, Paul Specter, who will meet with the trustees. Discussed at this meeting was a concern regarding the amount of keys available for the library. This is a point of discussion for the joint meeting to be announced.

**Old Business-**

Carol Fay was appointed to attend the FOWL meetings as a WPL representative, Bob Stupp will be the alternate in Carol Fay's absence. A review of each FOWL meeting will be given by Carol Fay to the WPL Trustees at each meeting forthwith.

**Fundraising-**

Grants-Jill will provide Carol Fay with access to Grant Station. AARP Vermont is holding an event to discuss funds for community programs. Carol F. will be attending on behalf of our library.

**New Business-**

Record retention review and decision on retention process, timelines and location. Location is being discussed with FOWL. Going forward the retention of records is electronic and needs a designated depository. Bob discussed with the town manager this issue which Jackie Bedard will bring up at the upcoming Town Clerk Association meeting.

A discussion was had regarding the timeframe for the annual library director's evaluation.

Meeting end at 8:56 pm

Next Meeting- March 16, 2020