

**Meeting notes for the Wardsboro Public Library Trustee' Meeting  
January 20, 2020**

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

**Call to order-** 7:02 p.m.

**Changes to Agenda -Vt Arts Council, Recruitment of new trustees**

**Public Comments-**none

**Approval of Previous Meeting Minutes-**Motion by Mark Fernandes, second by Carol Backus. All in favor 5-0.

**Receipt of Treasurer's Report-**

Comparable to last year's incoming fund letter donations. Discussion of how to personalize the thank you notes. Income from events this year is doing well despite the loss of the Green Mt. Adventure Challenge (as it was only a one year challenge for our library). All in favor 5-0 acceptance of Treasurer's Report. Bob will ask Jackie about the yearly audit.

**Receipt of Library Director's Report-**

Carol Backus will be reviewing the annual -state librarian report

A new person has been hired to shovel the library walkways.

Chat and Chew times have been changed to 6:00 p.m. due to library hour change.

WES classes will be coming to the library-each class will come once through the end of the school year.

**Committee Reports:**

Art-Knitting's Group display in February and March

Building- window replacement update and closure. There will be a write-up in the Bucketville thanking the Friends.

Guidelines approval, meeting with Friends update. Meeting with the Friends did not happen- Mark will contact Mike Cooney for a meeting date. Mark and Carol B. will attend and review the Guidelines.

**Old Business- Bylaws approval**

Signatures were acquired by all trustees

**Fundraising-**

Review of fundraising events and future status. Discussion to create a template lesson plan for each event.

Grants-Pro AV in Brattleboro is in discussion with Jill Dean regarding proposal for the media project. John Missale is the contact for Pro AV. Mark F., Bob S., Carol F. are willing to help with this project- meeting dates, picture taking, creating a budget, etc...

Vermont Arts Council- this is an opportunity to possibly pay for the media project. This is a time-sensitive grant coming due in May.

**New Business-**

**Record retention review and decision on retention process, timelines and location.** -Carol

F. Went through years of the library records. The guidelines on meeting minutes are forever-either paper or electronic. We can keep documents older than ten years will be kept electronically, all other minutes ten years will be kept in paper copy. Carol F. has completed a review of all archived minutes and other miscellaneous papers. These have been sorted by subject and are currently housed at the library.

Bob S.- will ask the town clerk regarding the length of time and type of receipts that need to be kept.

Recruitment of Trustees- tabled until February meeting. Trustees will listen to the podcast sent out by Carol Fay titled: "Friends and Trustees Under 40: Recruit Them, Retain Them, Engage Them"

Adjourn-8:31

Next meeting is on February 17, 2020