

Cobleigh Public Library Trustees' Minutes

January 29, 2018 4:30 p.m.

Attending: Don Welch, Jan Wade, Lindsay Carpenter, Marty Feltus, David Martin, and Cindy Karasinski

Minutes from 12/18/17 – Motion to approve – Lindsay-1st Don-2nd - Approved

Treasurer's Report – The usual report was not available from the Town offices. Cindy did have a transaction detail report.

Librarian's Report

Friends Bake Sale – Lindsay joined the Friends meeting on 1/3. She shared that they had fundraiser discussions and have decided to host a bake sale in the Library on February 13th and 14th. They would welcome any baked items to sell either day!

AmeriCorp Position – this position is still open. It is now a 20-24 hour per week position and would be extremely helpful if the slot was filled. Cindy has had to step in to fulfill some of the BM visits. Any personnel suggestions are greatly appreciated.

Afterschool Program – the Library has signed a Memorandum of Agreement in connection with the Kingdom East Supervisory Union under the 21st Century Community Learning Center Grant. The new Supervisory will not be in effect until April and it will include Lunenburg/Gilman/Concord/Burke/Sutton/Newark/Wheelock/Sheffield/Lyndon. This MOA also refers to services being offered to schools during a summer program as well as the school year. There was discussion on the drain of the financial resources of the BM to service all of these schools and programs.

BOWIII Funding – David has had further conversation with Jen Botzjourns, Superintendent of KESU, regarding the Bookmobile's request for \$10,000 to provide the services that are given to the schools. She noted that this request would go under Library Services in the budget proposal as the Bookmobile is a current and ongoing service that the schools have been receiving.

Promise Grant – The contract has been received so the program is now looking for a coordinator.

Old Business

By-Laws Amendment – Selection of Trustees – Marty shared that her understanding is that due to the Library being a municipal library a nominated Trustee has to be a registered voter of Lyndon in order to be voted in via the Town ballot. David proposed that the discussion be revisited concerning changing the by-laws to allow for one Trustee to be from an outlying town. Further discussion will be needed.

New Business

Law of Libraries Manual – Don brought forward the discussion that according to the Vermont Department of Libraries, Trustees should review bylaws and policies each year which has not been done during his previous term. He also shared that a five year plan should be in place. Cindy noted that the State Library no longer follows "The Minimum Standards" document since it was written and hasn't been updated since 1986. A previous board formed a committee to work on the five-year plan and much work was completed

along with a public meeting and survey. When it came time to the final goal and objectives, the staff didn't have the time to meet. Don noted that he and Pat had started on an outline of policies and procedures and he will share this with the Board for discussion at next month's meeting. Cindy will make copies of all bylaws, policies and procedures for the next meeting as well.

Trustees' Manual - Discussion regarding the Audit Policy from this manual was also brought forward. Don shared the document that had been given to the Trustees at a 2015 meeting from the Town audit in December 2014 as well as additional information from Dawn Dwyer regarding definitions/requirements for defining a library as a municipal library. The question that needs to be determined is whether the Cobleigh Library is truly a municipal library. This will establish whether an audit of the Library should happen within a Town audit or as a separate entity. Further discussion will be needed as an audit is pertinent to the Library being able to apply for certain grants.

Conversation was had regarding developing a Memorandum of Understanding with the Library and the Friends to continue the development of official and updated policies and procedures for smooth operation throughout the Library. Further discussion will be needed.

Officers – in order to be ready for the upcoming officers positions (March), the Board discussed options for individuals and their roles for 2018.

Reinvestments (*from 2017 Budget and Efficiency Vermont Rebate*) – Motion was made to reinvest the \$4,000 that was remaining from the 2017 balance from line item Cash on Hand into the General Fund held at Edward Jones Investments. David-1st Don-2nd – Motion Approved.

Motion was made to reinvest \$993.60 from the electric reimbursement into the General Fund held at Edward Jones Investments. David-1st Lindsay-2nd – Motion Approved.

Investment Funds Annual Withdrawals – Motion was made to approve the withdrawals from the Copeland, Sanborn and General funds as presented. Lindsay-1st David-2nd - Motion Approved.

Don asked everyone to bring individual goals as well as a five year goal for the Library to the next meeting.

Next meeting is scheduled for February 26th.

Ongoing meeting schedule:

March 26

April 30

May 21

June 25

Meeting adjourned at 6:20.

Respectfully submitted by Jan Wade