

## ***Cobleigh Public Library Trustees' Minutes***

February 26, 2018 4:30 p.m.

Attending: David Martin, Jan Wade, Jeanne Laughton, Mamie Cleveland, Lindsay Carpenter, Don Welch and Cindy Karasinski

**Minutes** from 1/29/18 – Motion to approve – David-1<sup>st</sup> Jeanne-2<sup>nd</sup> - Approved

**Treasurer's Report** – The budget vs. actual report was shared – no discussion. Edwards Jones' office suggested adding Jan to the accounts when the vote for officers occurs and has been noted in the minutes. Motion to approve – Lindsay-1<sup>st</sup> David-2<sup>nd</sup>

**Friends Update and MOU** - Mamie shared that their next meeting will be April 4<sup>th</sup> at 10:00 which they will discuss developing a Memorandum of Understanding between the Friends and the Library. Lindsay noted that she reached out to two other Friends groups and they do not have a MOU established. She proposed that the document from United for Libraries be used as a beginning format. It was decided that the Trustees would review and any thoughts/changes should be submitted to Lindsay before the April Friends meeting.

Mamie also noted that the bake sale held on 2/13 and 2/14 was a success - \$703 was raised for the Bookmobile! She shared that their next project will be to begin sorting books which they start doing in July for the October book sale.

### **Librarian's Report**

Circulation is up .4% in the Library and 10% for the Bookmobile!

Due to the consolidation of the state libraries, Cindy will be going to the Midstate and Pavilion libraries on March 13<sup>th</sup> and 15<sup>th</sup> to obtain free books that are being given away to libraries as the new location cannot accommodate all of the books from these libraries – this will mean a shortage of staff at the Library due to workshops and vacations.

**Promise Community** – a coordinator has been hired – Katie Powers will work primarily from her home and may also use space at the Bag Balm building.

### **Old Business**

**Trustees Officers** – David wanted to insure that we all understood the tasks involved for each officer position. Discussion on options for filling the positions was discussed for next month's vote as David and Don will not be able to attend.

## New Business

**Library Goals** – the group shared some of their goals – we will continue to share at upcoming meetings.

*Don* – Policy and Procedures updated completely; Audit

*David* – Change in By-Laws to allow Trustees to serve that live outside Lyndon; Staff Salaries

*Cindy* – Audit which would enable to Library to apply for additional grants

*Lindsay* – complete what is needed to have the Library be considered Municipal; Audit

*Jan* – continue efficiency of the building – window restoration/replacement

*Jeanne* – was not able to attend prior meeting - goals will be shared at the next meeting

Cindy hopes to have a group staff meeting when the Library is closed for the rug installation to develop a five year plan.

**Carpet Bids** – Two bids have been received from Mayo's and Carpet Connection. Both companies quoted wall-to-wall carpet as well as carpet tiles. The Trustees will wait for the third bid to be received and a decision will be made at that time.

**Policies** – Don shared the information that he and Pat Webster had completed. The remaining categories were divided amongst the Trustees for review/revision for the next meeting:

General Operations of the Library; Library Rules of Conduct (Lindsay)

Materials Selection Policy (Jan)

Internet Use Policy (Jeanne)

Personnel Policies (David)

Don had previously shared a list of websites of libraries to use for reference. Cindy noted that *webjunction* is also a great website for information. The goal is to have all policies and procedures updated by June.

*Next meeting is scheduled for March 26<sup>th</sup>.*

*Ongoing meeting schedule:*

*April 30*

*May 21*

*June 25*

Meeting adjourned at 6:10.

*Respectfully submitted by Jan Wade*