

Cobleigh Public Library Trustees' Meeting

October 1, 2018

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

Minutes from 6/25/18: No changes made. Motion to approve: David- 1st, Don- 2nd. Approved

Treasurer's Report: It was noted that donations have increased, especially in memory of deceased patrons. Also, Don assured us that investments are doing well. Motion to approve: Don-1st, Lindsay-2nd. Approved

Friends Update: Cindy said that the Friends' book sale is scheduled for this Friday and Saturday, 10/5-6. Some help is needed to assist in set up on Wednesday; Don and David will be able to help. Clean-up will be at 2 P.M. on Saturday. Any questions may be directed to Linda Britt at 467-9847.

Librarian's Report:

- Cindy suggested that the annual appeal letter go out by November. David will create one.
- Mary K. will continue with the Bookmobile; however, she's not able to take any new "clients" at this point. David wondered if it's possible to get another intern person to help. Also suggested inquiring whether or not RSVP might help with book delivery.
- Cindy thought the original installation bid from Carpet Connection included the back hallway (street level entrance and stairs). Since it did not, we will move this to "new" old business in the Spring.

Old Business

Plaques:

- Jan brought information from the Sign Depot concerning design and cost. Once made, a record will be kept to use for future plaques. We chose 4" x 6" plaques.
- Decisions about a brief comment to be put on the plaque that's appropriate to the person being remembered will be left to the individual families. There is no charge per letter; the only limitation is space on the plaque.

- Discussion about a title to designate the spot where plaques will hang may be something like "Thank you, Cobleigh". David will go to The Sign Depot before the next meeting.

Policy and Procedure Manual:

- Don presented a revised Policy and Procedure Outline, noting a few changes:
 - items C,D have been moved for increased priority to General Operations
 - item J has been changed to just "Safety" since it includes elevator safety as well as fire safetyMotion to approve revised outline: David -1st, Jeanne -2nd. Approved.
Don and Lindsay will have sent out the suggested changes to specific policies they are working on before the next meeting. Final discussion and approval will be made after any revisions have been made.

New Business

- Discussion about need for new shades for mezzanine. As an energy saver, they make a difference in keeping in the heat during the cold winter months, as well as keeping out the heat in the hot summer months. Cindy will contact people to get bids and bring costs to the next meeting. Possible funding for the shades could be specified donations from individuals or monies from either General Operations or Building Improvement.
- Marty informed us that the Vermont State Libraries has moved to the Vermont Historical Society building in Montpelier.

Next meeting is scheduled for October 22nd.

Meeting adjourned at 5:40.

Respectfully submitted by Jeanne Laughton