

## ***Cobleigh Public Library Trustees' Meeting***

October 29, 2018

Attending: Jan Wade, Lindsay Carpenter, Cindy Karasinski, Marty Feltus, David Martin, Don Welch, Jeanne Laughton, Will Barrett (Channel 7 News, visitor)

**Minutes** from 10/1/18: No changes made. Motion to approve: David- 1st, Jan- 2nd. Approved

**Treasurer's Report:** Cindy clarified Work. Comp. concerning a budget item. Also, Jan reported we are making more money, but she will speak with Joe to get a better understanding, as well as getting on the Edward Jones mailing list. Motion to approve: Don-1st, David-2nd. Approved

**Friends Update:** Mamie Cleveland attended to provide information about Friends:

- The annual bookstory made over \$3,300!
- Friends gave \$4,000.00 toward the cost of new carpet to the Cobleigh.
- A new banner was purchased that will be used for advertising at their events.
- The next Friends fundraiser will probably be a February bakesale at the library.
- Mamie noted that the Friends are in need of finding someone to do an audit. Don suggested checking with other libraries. Cindy will ask Laura at the Department of Libraries for suggestions as to what other Friends groups do.
- The next Friends meeting will be November 7 at 10:00 AM.

**Librarian's Report:**

- Cindy would like to put money in the budget for two days to attend the 2019 Rural Library Conference. She will determine the amount needed to include in the budget and present it to the board at the November meeting. (Cindy will apply to the Department of Libraries for a possible grant.)
- Concerning the shades for mezzanine; David wondered it might be worth checking to see if Efficiency Vermont would give us any kind of rebate. Cindy will ask. She will also measure for the bathroom and include that cost in the budget as instructed by the board.
- It was decided that the Cobleigh will be closed Christmas Eve day.
- There was discussion about appropriations, specifically how the current amount requested from each town is set. These figures were decided in

2011 and the opinion is that they should be changed. It was suggested that Cindy research budgets from 2011 through present to see the percentage increase so we can adjust the various towns appropriations by that amount. She will send information via email so the board can vote.

### **Old Business:**

- Plaques: Cindy spoke with Paula about the wording for her Mother's plaque. Paula hadn't gotten back to her by this meeting. Likewise, Legacy Signs has not given David an estimate yet for the title wording. He did ask for a few options with prices.
- Policy and Procedures Manual:
  1. Wording changes under "A. Cobleigh Trustees" on item #3 to say "...and review these policies each year." And on item #8 to say "...the Vermont Department of Libraries, the State of Vermont Board of Libraries..."
  2. Wording changes under "C. Town of Lyndon" to clarify meaning of item #1 concerning the town's responsibility for the library building. It should indicate that the Cobleigh Library building and its grounds are owned by the Town of Lyndon.
- In the interest of time, it was decided to wait until the November 19 to continue with discussion about General Operation of the Library.

### **New Business**

- Appeal Letter: (Creative work of David!) Letter was approved and Cindy will send out after she finishes working on the budget, hopefully before Thanksgiving.
- Purpose of a budget: conversation initiated by Don, specifically about the Bookmobile. We should be aware of those expenses in the form of a monthly or quarterly transaction detail. We have a monthly report for the library so why not the Bookmobile. Jan volunteered to do that beginning 2019.

Meeting adjourned at 5:55 PM

Next meeting is scheduled for November 19th at 4:30.

Respectfully submitted by Jeanne Laughton