

MARTHA CANFIELD MEMORIAL LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
June 4, 2018

****Minutes are considered to be in DRAFT form until approved at the next scheduled meeting****

The Board meeting was called to order at 7:10 PM

Board Members In attendance: Cathy Taylor, Carrie Gutbier, Sally Ayrey, Bob Dudley, Sheila Kearns, John Spencer, Laura Crosslin, Katie McCartney, Carol Farley

Staff: Phyllis Skidmore (Librarian), Bill Budde (Russell Collection)

Guests:

Board Members Absent: Brian Allen, Dave Van De Water

Additions to the agenda–

1. Add a discussion of the bookkeeper to the new business section of the agenda

Minutes

- **Previous meeting's minutes – Bob moved that the May 2018 minutes be approved. Sally seconded. The motion was unanimously approved.**

Treasurer's Report (summary):

- Report sent and briefly reviewed
- Sally reviewed treatment of the Efficiency Vermont grants and Russell Collection transactions in an effort to simplify the movement of funds through various accounts.
- There was further discussion and clarification on terms like Kraus, Schwab, "endowment", etc. were further discussed for the edification of the board.
- Sally reported on the payroll service options. Manchester Library, the Rescue Squad and someone else use PayData and got positive reports. ADP was also recommended by the bookkeeper. A price comparison shows that ADP is more expensive. Sally is recommending moving forward with PayData based on the lower costs and positive references.

Librarian's Report (summary):

- Report sent including notes from the Library conference Phyllis attended.
- New student volunteer – Natalie McCray
- Summer programs starting soon
- Jean Miller passed away – tentative date for the memorial service is June 23rd.
- Peggy went to an all-day training regarding the new inter-library loan system

- Peggy also went to the Dorothy Canfield Fisher award conference – networked with other librarians, got a list of the 30 nominated books and is working on collecting these.
- We never got a response from the Department of Libraries on our letter sent regarding the DCF name issue.
- Arlington Area Renewal meeting tomorrow night at the Legion. Phyllis has not yet received a confirmation email yet, however.

Martha's Book House Report

- \$542 for first weekend – good results
- Getting new sign for the front of the book house
- Have some money – looking for additional donations
- Sign is ordered and awaiting delivery

Programming (Adult, Youth, Children's)

- No programming since last meeting
- Carrie reached out to VINS but it was a little too expensive. Some more discussion, but they are currently asking for \$250 for the program. June dates are pretty booked up.
- Vermont Humanities program scheduled for August.
- Vermont Reads programs also being planned.
- Sheila recommended we keep talking with VINS and keep them “in the wings” as we continue to fill out the schedule.

Buildings & Grounds

- Noise abatement – no further news. Appointment with the firm tomorrow morning
- Fire department was here late Saturday afternoon. Peggy and Phyllis both arrived and allowed the fire department to enter. Problem was a smoke detector with dust. It was cleaned out. Informed the fire department about where the key for the library is located so they can enter next time without assistance or breaking in.
- Groundskeeper came and cleaned up a couple of weeks ago. Discussion of some additional bushes / landscaping around the library.

Gallery

- No sales of the artwork currently in the gallery. Once piece of work was sold before the show even started.
- The opening for the exhibit went well.

Russell Collection Report

- Report sent out by Bill. Not a lot to add to the written report

Old Business:

1. Bylaws – Sheila reviewed changes made since the last revisions.
Article 1 was revised with an overview – setting the stage for the document

Article 2 was discussed – “by proxy” was removed from Article 2, part 4d.

Article 3 – Sally pointed out that a board member could be on the board for nearly 9 years if they are filling a partial term initially.

Article 3 – discussion about electing board members at the annual meeting (section 2b)

Article 3 – section 1d – discussion of Junior member and how they compare to other board members. Shelia will attempt to clarify.

Article 4- **John made a motion to strike “and September” from section 2. Sally seconded. The motion passed unanimously.**

Sally moved to approve the Bylaws with the changes discussed during the meeting. Bob seconded. The motion passed unanimously.

2. Fixed assets – Bob discussed the reasons for maintaining a list of fixed assets. Bob is trying to assemble a list from historical documents and then update them based on things we know have changed. It will be reviewed by Phyllis and Bill. Then we will review the insurance policy to make sure we are covered. Bob hopes to have a preliminary version by the next meeting and then a final version in the October timeframe. It will take a while. Initial focus will be replacement value.

New Business:

1. The bookkeeper. Sally made a motion to go into executive session with the Director of the library and the Russell Collection invited attend. Sheila seconded. The motion was approved unanimously.
2. **Bob made a motion that we negotiate with Cindy Hermann to handle our bookkeeping exclusive of payroll and taxes. Carol seconded the motion. The motion was approved unanimously.**

Bob made a motion to adjourn, Carol seconded. Motion passed.

Next meeting – Monday, August 6th at 7PM

Meeting adjourned at 8:50 PM.