

Bent Northrop Memorial Library
Trustee Meeting Minutes Draft
June 20, 2019

Call to Order: Peter Burns called to order at 4:31

Present: Peters Burns, Kristina Bolduc, Samantha Thomas, Sarah Montgomery, Amanda Forbes, Bridget Howrigan Rivet, and Laura Bellstrom

Approval of previous meeting minutes: accepted with minor revision, motion to accept (Laura Bellstrom) and seconded (Kristina Bolduc) and all approved

Treasurer's Report: Amanda presented budget status report and explained additional information in this month's report with library grant, library, and library fund reports. Notes that current operating expenses at 54% (good place). Also discussion around the Wallis CD (set up to provide interest for purchase of books) and will discuss more at next meeting where it should be placed in accounting and the use of this funding.

Librarian's Report: See attached report provided by Sarah M. Highlights include past successful past activities and exciting list of July and August activities including the kickoff of the summer reading program Universe of Stories complete with incentives/prizes including a free book from BNML/gift from the Friends. Summer hours will begin and library will be closed on Mondays and we have a new VT Associate trainee, Kevin Hayes beginning today!

Friends Report: Bridget reports that Joe Citro will be joining us to speak on Nov. 2, more details to come and the Friends are busy with ramping up preparations for To Bid or Not to Bid with an aprons theme on Saturday, Sept 28th and welcome others to join in the planning stage at meeting on second Thursday of each month at 5PM at the library. Please to report that Will Patton will be providing music, Jeff's will bring beverages and already have a number of items donated for the auction.

Strategic Planning Committee: Sarah provided update with community engagement has begun and have 70 surveys back , Aspirations exercise has begun with first one done with Bet Howrigan's 3rd graders and Ask exercise (one on one conversations with community members) beginning and requests assistance from board members to complete with 5 community members and

questionnaire provided. Also board of trustees to participate in a community aspiration conversation before next board meeting at 4 o'clock on July 18th.

Old Business:

- 1) **AT and T account** —can't be sold, have added an excerpt to the Investment Policy to this end
- 2) **Review of Investment policy**—few revisions made following last meeting and all present would like to review the “final copy” and come prepared to finalize and sign next meeting.
- 3) **Financial policy**—discussed draft policy and felt there are several issues that need to be included in the policy including purchasing, competitive bidding, approval process (to name a few) and Amanda to review and give further recommendations.
- 4) **Conflict of Interest/Ethics Policies**—reviewed and all present felt nearly finalize, Kristina to tweet slightly and bring to next meeting to review and sign

Agenda for Next Meeting:

- 1) **Final review and signing of Investment Policy**
- 2) **Further discussion and review/edit Financial policy**
- 3) **Final review and signing of ethics/conflict of interest policies**
- 4) **Begin process for Sarah's evaluation/contract and Wendy's annual review**

Adjourn:

Meeting adjourned at 6:22 PM

Librarian Report 6/20/19

Programming Update:

Past/ Current

- Wednesday 5/22: 10am: **Special Mr. K Playgroup - 15 attended**
- Thursday, 5/23: 6pm: **Intro to Composting - 10 attended**
- Finishes 6/4: **Art Class with Mr. Raymond (Grades K - 2) - 8 children participated**
- Thursday, 6/13: 6pm: **Adult Craft Night - Greeting Cards - 3 attended**

Coming Up! - July/ August

- **July 2nd - July 6th:** Summer Reading Kickoff week! Solar system passport tour all week, outer space collage on 7/3 at 3pm, Paper mache on 7/5 at 2pm.
- **July 9th - August 3rd, Tuesdays, 3:00 - 4:00pm:** A Universe of Stories! Join us any Tuesday between July 9th and August 3rd for a space themed program for school - age children. Topics of exploration for these programs include: Galactic Art, Blastoff!, Astronaut Training, Breaking Out!, Moon Landing, and Alien Invasion.
- **July 3rd -August 14th, Wednesdays at 10am:** SUMMER Playgroup
- **July 11th - August 15th, Thursdays from 2:30 - 4:30pm:** SUMMER Maker Space
- **July 10th, Wednesday, 11am:** Southern Vermont Natural History Museum
- **July 24th, Wednesday, 2:30pm:** Touching the Sky Dome : Stories of the Sun, Moon and Stars, Michael Caduto
- **July 27th, Saturday, 8:30am - 4:30pm:** BLAST Babysitting Course
- **August 9th, Friday, 11am:** Reptile Love of Vermont
- **August 13th, Tuesday, 6pm:** PJ Storytime
- **August 14th, Wednesday, 1-3pm** Summer Celebration
- **August 24th, Saturday, 7pm:** Across the Zooniverse - Library Benefit Tour

Other Updates:

- Library closed June 23rd - 29th
- New VT Associate trainee - Kevin Hayes

Did you know?

- We have several attraction passes you can borrow! Free passes to Shelburne Farms, Vermont State Parks, Vermont Historic Sites, and St. Albans Museum. Discounted passes to ECHO and Old Stone House Museum and Village.