

**Bent Northrop Memorial Library
Trustee Meeting Minutes
August 16, 2018**

Present: Laura F., Peter B. Sarah M and Laura B.

Call to Order: 4:31 PM

July Minutes: Approval of previous minutes with correction made (Laura F. not in attendance in July), Motion made by Peter B., 2nd by Laura B.

Guests: None

Treasurer's Report: No report due to Bennington Battle Day, Amanda off, but Peter presented and reviewed Morgan Stanley report for month of July.

Friends Report: Laura F. presented update from most recent Friends meeting (August 14) including request for unused posters to be returned, food planning/follow up on requests for donations and review of donations to date were discussed at meeting. Request for updates to be mailed to Bridget. Next meeting August 28 at Bridget's at 4:30

Librarian's Report: Sarah M presented report (see full report). Babysitting course was a hit with 20 participants and wait list, Scott Greenberger (author of new Chester Arthur book) drew approximately 25 participants including Senator Leahy, summer celebration with over 50!! Upcoming events include Mini Barn Quilts with 2 sessions (Aug 23 and Sept 6), playgroup resumes on Wednesday Aug 29th, Fairfield Baby Meet and Greet (Sat. Sept 22) to name a few.

Jackie no longer with Vermont Associates but will remain as part-time volunteer.

Old Business: Discussed financial quarterly meetings (missed July's) and Laura F. to contact John to put into place brief phone "meetings" for April, July and October and more comprehensive meeting in January with John present at trustees' meeting.

New Business:

Policy Update: Child Policy was reviewed (see enclosed) and approved (move to approve, Peter B., 2nd by Laura F.)

Back to School letter: Presented by Sarah M, discussion around letter and school's suggestion to have every child have letter signed by parent/guardian on file in office at school. Peter B. made motion to authorize Sarah M to finalize back to school letter based upon legal advise from Vanessa Kittell including the signature from parent/guardian.

Strategic Planning: Committee consists of Bridget, Sarah M, Jennifer A. and Kristina B and plans to ask community member as well .

Update of new trustee roles: Peter B to assume role of treasurer/representative to select board and Laura B new secretary.

Librarian Performance Review Process: Jennifer to solicit input from trustees, ?self evaluation from Sarah M and lead review process. Also discussed staff reviews and preparation of preliminary budget by Sarah M.

Agenda items for next meeting:

- 1) Check on library liability insurance and capital fund/emergency fund discussion with Amanda present
- 2) Follow up on Librarian Performance review process
- 3) Preliminary budget

Next Meeting: Thursday Sept 20 at 4:30P

Adjourn: 5:40