

Bent Northrop Memorial Library
Trustee Meeting Minutes
December 15, 2015
4:30 p.m.
Draft

Present: Laura Fulwiler, Albert Tetrault, Susan Casavant Magnan, Kerry Lambert, Jennifer Archambault, Sarah Montgomery, Amanda Forbes

Call to Order: 4:30 p.m.

Guests: Bridget Howrigan Rivet, Suzanne Shepard (Morgan Stanley)

November Minutes

Approved and amended at this meeting to accurately reflect Bridget's name, as Bridget Howrigan Rivet and adding Sarah Montgomery as being present at the November meeting (LF, KL).

Treasurer's Report:

Amanda presented monthly financials-we have one payroll and one accounts payable in this fiscal year. Operating budget is at about 83% of budget.

Amanda is estimating that we will end the 2015 budget year with fewer expenses than budget. Sarah will research the per capita contribution to municipal libraries from area towns and will provide the information to the Board at the January meeting.

Based on the budget, we anticipate having to withdraw more money from Morgan Stanley. In an effort to maintain the investment principle it was agreed that the Trustees should request an increase to the per capita contribution.

Librarian's Report:

Sarah presented monthly update to the Board. Highlights include:

Programming:

Hard Cider making workshop-14 adults

International games day, low attendance but all games are catalogued and can be checked out.

Living History with Dorothy Canfield Fisher, 5 adults. Sarah recorded and will share with the DCF club at school.

30 kids attended the Gingerbread House event!

3D printer program-Sarah is currently learning the technology and planning the programming for its use. The printer was received from the grant.

Also creating passive programming for the teen crowd and it seems to be proving to be a great way to engage this patron group.

Operational items:

Finalized the library assistant job description.

Closed from December 23-December 26, closing early 31st and closed on January 1st. Sarah will be on vacation December 20-26th.

Received an increase in the Building Bright Futures budget.

Inter Library Loan (ILL) courier service will start in January. For a flat fee the inter library loan books can be shared via courier service-this should reduce our overall expenses related to ILL.

Sarah is working with our insurance company related to the property incident.

Old Business:

Discussed the potential date conflict with next year's fundraising event and Trustee and Friends Vermont State Conference. While the Board discussed the commitment to participating in this conference, it may not be possible if the conference falls on the same date as our fundraising event.

New Business:

Suzanne Shepard from Morgan Stanley attended the meeting to present quarterly financials.

Discussed the maturation of our fixed income CD's to determine next steps given the potential for interest rate increases. Morgan Stanley is anticipating interest rate increases in June, September and December.

Bridget presented the history of the Friends of the Library (Friends), growth fund and fundraising since the inception of the Friends.

Motion to move into Executive Session (SM, LF) 6:00 p.m.

Motion to exit Executive Session (LF, AT).

Motion to approve (LF, SM) the decision to increase Librarian Salary to \$32, 220 annually and the Library Assistant hourly rate to 12.00 per hour for FY 2016. Approved.

Agenda for Next Meeting:

Select Board Update

Finalize and Approve 2016 Budget

Policy Review: Internet Policy

Sarah to bring a DRAFT Library Annual Report for the town report

Next Meeting:

January 19, 2016 @ 4:30 p.m.

Adjourn:

Motion to Adjourn (LF, JRA).

Adjourned 6:37 p.m.