

Bent Northrop Memorial Library
Trustee Meeting Minutes
May17, 2018
Draft

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

Call to Order: at 4: 47 by Laura

Guests: none

Approval of previous meeting minutes:

Added into the previous meeting minutes the members that were present at the meeting- this included: Sarah M, Amanda F, Peter B, Jennifer A. , Laura B. and Susan M.

Motion made by Peter to accept meeting minutes as amended, seconded by Susan, and accepted by the group.

Treasurer's Report:

Amanda will talk to John M. about transferring over 32.5 K from the investments account for debt retirement. This is done once a year. Amanda reviewed the budget status report for the year thus far.

Librarian's Report: See attached report

Friends report:

Date is set for last Saturday in September, bar is set, music is set, food wrangler is set, and brainstorming session will be in early June.

Old Business: Discussed next steps for addressing looking for a trustee for an anticipated opening on the board. Once this has been determined- we will also need to talk about officers including having a liaison to the Fairfield Select Board. Peter B. offered to assume the role of treasurer and liaison to the Select Board. This typically should be done after town meeting, and will be put on the agenda for the meeting following town meeting. Also discussed need for succession planning for future trustees.

New Business:

Strategic Planning:

Sarah introduced information about strategic planning that she pulled from multiple sources- (including the Dept. Vt. Of Libraries)

-We need to think about what we want to get out of the strategic plan.

- "Turning out "towards our community – gathering information about what the community wants and needs - is the first step.

Ideas include: forming a **Steering Committee** would start the work- This **Steering Committee** would come up with the final plan to be approved by the Board of Trustees.

A decision was made to move forward with this process.
The Trustees will think about potential Steering Committee members from the community.

Financial Planning: We also need to think about how to position ourselves for future financial success in addition to our quarterly meetings with the investment advisor. For example- we should ask the townspeople for the approval to set up a Capital Reserve Fund using any surplus at the end of the year to roll over into a Capital Reserve fund.

Agenda for Next Meeting:

Update on anticipated opening on the Board of Trustees

Restructuring of the Board (Officers, Liaison.)

Strategic Planning

Signing and Dating revised bylaws by Trustees

Next Meeting: June 21 at 4:30

Adjourn: Peter made a motion, Susan seconded this motion and the meeting was adjourned at 6pm

Librarian Report 5/17/18

Programming Update:

Past/ Current:

- April vacation, Mr. K - 50 attended
- April Vacation, Out of the Box Building Day - 7 attended
- April 26th, 6pm: Paint Night - 7 attended
- May 10th - Food for Thought: Royal Tea - 3 attended
- Cailey's Closet - Gave away almost 40 dresses
- Mr. K After School Program - 15 Registered/ Participating (full class)
- Drawing After School Program - 10 Registered/ Participating (full class)
- 3rd Grade Library Tour

Recurring:

- Playgroup/ Story Hour
- Drop-in Maker Space
- Russian for Families

Upcoming:

- Thursday, May 24th, 6pm: Composting Class with NWSWD
- **Sneak Peak to Summer!** Vermont Institute of Natural Science (VINS), Big Blue Trunk, and Drumming with Saragail!

Other Updates

- Attending VLA tomorrow - highlights next month!
- Library will be closed for summer vacation from June 25th - June 30th. When we return, summer hours will go into effect - closed Mondays.