

Bent Northrop Memorial Library
Trustee Meeting Minutes
May 17, 2016
Draft

Present: Albert Tetreault, Laura Fulwiler, Susan Casavant Magnan, Sarah Montgomery, Amanda Forbes.

Call to Order: 4:30

Guests: Bridget Howrigan Rivet, Sonia Dodge

Agenda Approved (SM, LF)

April Minutes

Motion to Approve (SM, LF)

Minutes Approved

Treasurer's Report

Amanda provided an update of the monthly financials.

Revenues have not come in yet. Property reimbursement will happen in the fall.

Received a United Way grant for afterschool programming.

Operating expense is 35% of total budget -right on target for this time of year.

Total expenditures are 24.6% of budget.

Discussed previous budget surplus to understand why there has been a surplus in previous years.

Action Item: Sarah and Amanda will research surplus and will report back to the Board.

Librarian's Report:

Sarah provided a monthly report on recent programming, future programming, and operational updates. See report below meeting minutes.

Action Item:

Sarah will send a link to the webinar "Listen Up! Turning Library Agnostics into True Believers".

Old Business:

No action items needed follow up from April.

Reviewed the Fundraising, Solicitation and Facility Use Policy as amended

Motion to Approve (SM, LF)

Approved

New Business:

Friends Update:

- Confirmed Date for 3rd Annual to Bid: Saturday, October 1, 2016

- Music TBD
- Save the date in handwritten form-post card work bee
- Call financial sponsors-are you willing to underwrite the costs of the event this year, instead of letter.
- Kick it up a notch: color, real plates, credit cards, art display
- Propose a small team approach to get the work done
 - Silent Auction
 - Marketing/Publicity
 - Poster
 - Food
 - Décor
 - Banking

Action Items:

Bridget will send an email to trustees regarding volunteer commitments for the Annual to Bid event.

Amanda will follow up with People's Trust regarding a possible sponsorship of the Annual to Bid event.

Bridget and Sonia will work on a timeline for the To-Bid work that needs to be done.

Timeline for presentation to the Select Board-Agreed July 11th meeting:

- Outline will continue to be refined
- Financials from Morgan Stanley need another iteration
- What "Data Points" from VT Library Stats
- Finalize at June 28th Trustee meeting
- Decide who is presenting
- Meeting scheduled for June 16, 2016 @ 4:00 for a work meeting regarding presentation

Action Item:

Bridget will continue to build an outline for the SB presentation and will share at June 16 meeting.

Agenda for Next Meeting:

Finalize outline and presentation for Select Board

Review timeline for To-Bid Event

Next Meeting:

June 28, 2016 @ 4:30

Adjourn:

Motion to Adjourn (SM, LF)

6:15

Librarian Report 5/17/16

Programming:

Past Programs

- Special Storytime with Mr. K – 5 kids with their parents
- Nature Adventure - Chester Arthur Homestead – 3 families
- Cinco De Mayo Program – 12 kids for after school program, around 50 people (kids and family) for celebration
- Reptile Love of Vermont – over 100 people! Everyone had a chance to hold the reptiles and have photos taken with them.
- Food Labels in your Grocery Store - Maarteen Samsom – disappointing attendance

Coming Up!

- Mr. K After school Science program
- May 18th @ 10am - Farm Storytime with Virginia Holiman
- July 1st @ 10:30am - Falconry Program with VINS (Vermont Institute of Natural Science)
- July 28th @ 6pm - Pat Esden Book Discussion
- August 5th @ 1pm - The Big Blue Trunk

Updates:

- Hannaford Bags - made \$38
- Website ~ 500 unique visitors per week
- Need new sub
- ARSL scholarship application
- Willow Tunnel Construction
- Pool passes to St. Albans pool

Professional Development:

- Listen Up! Turning Library Agnostics into True Believers - difference between library supporters and library users. Public awareness vs. marketing.
- Future Proofing Library Spaces