

**Bent Northrop Memorial Library**  
**Trustee Meeting Minutes**  
**November 18, 2014**  
*Draft*

**Present:** Jen Archambault, Laura Fulwiler, Kerry Lambert (via Skype), Susan Magnan,  
Albert Tetreault, Sarah Montgomery, Amanda Forbes

Albert called the meeting to order at 4:30 pm.

Agenda approved (SM, JA)

Approval of November minutes, as amended (SM, JA)

**Treasurer's Report:**

-Amanda shared the Treasurer's Report, including the budget that Sarah and she have constructed for 2015. The figures compare revenues and expenses from 2013, 2014, and anticipated figures for 2015. As we reviewed it, Jen called it "lean budget."

-Even with payment from the Select Board of \$31,000 (a five-year reimbursement for our purchase of Pafundi property) and with Growth Fund pledge, we still need to tap Morgan Stanley investments for \$76,000.

-Laura shared some data from the 2013 Vermont Dept. of Libraries Annual Report in which Vermont libraries are listed according to town population, staffing, income, and holdings. Compared to towns of comparable population, Fairfield was the lowest per capita assessment (taxes assessed to the community, divided by population)—by as much as \$15 to \$20 per person. Comparisons were also made with neighboring towns in Franklin County; Fairfield was the lowest per capita assessment of neighboring communities. However, if we include the \$31K as part of the town assessment for the library, the per capita rate climbs to \$22.5, more comparable to neighboring towns.

-Trustees discussed the need to begin a conversation with the Select Board concerning our finances: our investment history, current expenses, and projections for fiscal viability. Kerry and Susan will develop a plan (including a one-page projection from Suzanne Shepard) and share it with the BNML trustees at the December meeting. Laura moved (LF, AT) that Kerry and Susan meet with the Select Board in January.

**Librarian's Report:**

-After-school programming, funded by the United Way Grant, is serving 25 students and doing

very well.

- Sarah's planning to enlist volunteer help from an RIT student to teach some computer literacy classes in the MacLab.
- Sarah's been attending various trainings, working on the budget, and the VT Annual Report
- Sarah shared some ideas for possible adult programming
- Trustees responded to a fundraising request from a patron and decided that such fundraising be directed to the *Friends of the Library*.
- Holiday schedule discussed: BNML will be closed Nov. 27 and 28; BNML will be closed Dec. 22-December 27 and January 1.

**Old Business:**

Tabled for Dec. meeting:

Performance Appraisal/Job Description, Jen  
VT Library Conference: Implications for BNML, Sarah & Laura  
School Releases, Sue

**New Business:**

**Agenda for Next Meeting:**

See above for tabled items  
BNML Fiscal Picture, Kerry & Sue

**Next Meeting:** Tuesday, December 16, 2014, 4:30 pm

**Adjourn:** Meeting adjourned at 6:05 pm