

**Bent Northrop Memorial Library**  
**Trustee Meeting Minutes**  
**December 16, 2014**  
*Draft*

**Present:** Laura Fulwiler, Kerry Lambert, Susan Magnan, Albert Tetreault

**Absent:** Jen Archambault, Amanda Forbes

**Call to Order:** Albert Tetreault called the meeting to order at 4:30 pm

**Guests:** Bridget Rivet, *Friends of BNML*

**Agenda approved** (KL, SM)

**Minutes approved** (KL, SM)

**Treasurer's Report:** Due to Amanda's absence, the report was accepted but not reviewed. (SM, KL)  
**Sue Magnan** will email Amanda concerning the FY15 budget.

**Librarian's Report:** **Sarah** reported information about current and planned programming. The Trustees agreed that any surplus funds be rolled over to FY15 budget in order to draw less from Morgan Stanley. The trustees supported Sarah's judgment concerning library closings due to inclement weather and agreed that notices on facebook and website announce such closings.

**Old Business:**

- **Bridget Rivet, *Friends of BNML***, reported the Silent Auction raised \$4,000 and *The Friends* have made a payment of \$15,000 to BNML as promised. Bridget will meet with Lucian Avery concerning design of the gifting tree to recognize donors to the library. The Silent Auction will be planned as a returning event next year. We discussed the need for annual (April) fundraising appeals along with personal notes. **Bridget** also plans to include information about *The Friends* in the Town Report.
- **BNML Fiscal Picture:** Discussion followed concerning long **term sustainability** and fiscal projections for BNML. Specifics concerning Morgan Stanley draw as well as per capita tax rate comparisons with neighboring communities were discussed. It was agreed that **Sue and Kerry** bring to the January meeting specific points/plans for future communications with the Select Board.
- Plans for the **Annual Report and Town Meeting** were discussed. It was suggested that we "tell our story" with specific information (numbers served, kinds of programs, specific data already

prepared for VT Libraries Report) in the Annual Report; **Sue and Sarah** will begin draft of Town Report. Kerry suggested we accompany this information with a slide show highlighting programs at BNML; **Sarah** will begin documenting different activities.

- **Performance Appraisal/Job Description:** Since Jen Archambault was absent, this agenda item will be tabled 'til January meeting.
- **VT Libraries Conference: Sarah and Laura** shared information from the November Conference they attended. The focus was on fundraising and dovetailed with our conversation.
- **School Release:** Sue Magnan has reviewed the **school release form** and noted that it does not specify the library.

**New Business:** --

**Agenda for Next Meeting:**

- Talking Points, **Sue & Kerry**
- Annual Report, **Sue & Sarah**
- Performance Appraisal/Job Description, **Jen**

**Next Meeting:** Tuesday, January 20, 2015, 4:30 pm

**Adjourn:** Albert adjourned the meeting at 6:00 pm (SM, KL)