

Bent Northrop Memorial Library
Trustee Meeting Minutes
November 15, 2018

Present: Laura F. , Jennifer A, Peter B, Kristina B, Laura B., Sarah M., and Amanda

Call to Order: 4:30

Guests: None

Approval of previous meeting minutes: Motion to approve (Peter B), second (Kristina B), all approved

Treasurer's Report: See attached report provided by Amanda Forbes, remain on target for year and Amanda notes that taxes not yet reported, but will be transferred in soon as taxes have come in.

Librarian's Report: (see attached) Sarah presented her librarian's report and gave updates on the past activities including the well attended Trunk or Treat and pie making, ongoing activities including the mural that is being painted by Fairfield middle school students in the Teen Room, and upcoming activities including the Drag Queen Store Hour on November 17, Do it Yourself Festive Star making with Kristina Bolduc on December 4 and gingerbread house making on December 6.

Old Business:

- 1) **Unattended Children Policy and issues**—Sarah presented extensive research and information from other libraries with schools in proximity to public library and conversations with insurance representative and with lawyers and BNML is currently addressing the issue as recommended...policy is posted on website and in library and letter from school is sent to all families to advise of parents and guardians that library is not responsible for supervising children. (See Sarah's enclosed summary)
- 2) **Library budget**—briefly discussed few aspects of budget before moving into executive session. Peter to meet with Amanda next week to provide our tentative budget and review for feedback and will report back

Executive Session: (Motion to move into executive session by Peter B, second by Laura B at 5:24)

Discussed staff evaluations and salaries/pay with unanimous approval of pay for head librarian, assistant librarian, and to set hourly rate for substitute librarians.

Session ended at 6:24

Agenda for Next Meeting:

- 1) Review and discuss feedback from Morgan Stanley around explanation of “credits” and “debits” on monthly reports
- 2) Follow up budget

Next Meeting:

December 20, 2018 at 4:30

Adjourn: 6:35 P

Librarian Report 11/15/18

Programming Update:

Past/ In Progress:

- Five Tuesdays, starting Oct. 23rd: **Teen Room Mural** - 5 kids involved
- Saturday, Oct. 27th, 3-5pm: **Trunk or Treat** - Rainy, but well attended
- Thursday, Nov. 1, 6pm: **“Woof! What Does the Dog Say?”** - 9 attended
- Saturday, Nov. 3, 10am: **Pie Making** - 8 attended; made 20 pies - 10 were donated to the food shelf for their Thanksgiving baskets
- Tuesday, Nov 13th, 6pm: **Vermont Health Connect** - 3 attended

Recurring:

- Wednesdays at 10am: **Playgroup / Story Hour**
- Wednesdays at 3pm: **Drop- in Maker Space**
- Thursday at 3:30pm: **Russian for Families**

Coming Up!

November/ December

- Saturday, 11/17, 11am: **Drag Queen Story Hour**
- Four Tuesdays, starting 11/27: **Lego Club**
- Tuesday, 12/4: **DIY Festive Stars with Kristina**
- Thursday, 12/6, 4-6pm: **Gingerbread Houses**

Other Updates:

- Holiday Closures
 - Nov. 22nd - 23rd
 - Dec. 24th - Jan. 1st