

Bent Northrop Memorial Library
Trustee Meeting Minutes Draft
September 19, 2019

Call to Order: Called to order by Laura Fulwiler at 4:32 P

Present: Laura Fulwiler, Peter Burns, Kristina Bolduc, Samantha Thomas, Sarah Montgomery, Amanda Forbes, Bridget Howrigan Rivet, Laura Bellstrom

Approval of previous meeting minutes: Motion to accept by Samantha Thomas, seconded by Peter Burns and all approved.

Friends Report : Bridget provided an update on status of preparation for the 6th Annual To Bid or Not to Bid planned for Saturday September 28th. Apron themed event, generous sponsorships, approx. 130 items contributed, and identified what is needed for set up and night of the event.

Treasurer's Report: Amanda presented the library budget to date and notes it is on track at approx. 80% of operating and property expenses and that the revenue at 31% does not reflect revenue from taxes yet as they are due in November.

Librarian's Report: See attached report provided by Sarah M.

Old Business:

- 1) Time and place for meeting around Financial Policy—Sunday October 13 from noon -3PM at the library. Peter to post signs announcing meeting and Sarah to put on website.
- 2) Update annual calendar—Peter provided new/revised calendar and all present in agreement
- 3) Select board liaison for next meeting (October)—Samantha gave update on her attendance at September meeting, will have representative(s) attend November meeting as budget will be presented, no definite representative for October meeting.

New business

- 1) Materials Donation Policy reviewed and purpose added and move to approve by Laura Bellstrom, and seconded by Peter Burns, all approved.

- 2) Initial budget review—Sarah provided a thorough initial budget (few items not known yet including the rate for health insurance which should be available in early November), discussed as group and questions fielded by Sarah.
- 3) Discussion around David Poole's (financial advisor) visit on October 17th
- 4) Librarian and assistant Librarian's reviews/evaluations—Sarah had provided to trustees her evaluation of assistant librarian and trustees then moved to executive session.

Agenda for Next Meeting: October 17th at 4:30

- 1) **To Bid or Not to Bid follow up**
- 2) **David Poole and presentation of Endowment account**
- 3) **Budget**
- 4) **Librarian/assistant librarian reviews/evaluations.**

Adjourn: Adjourned at 6:10 P.

Librarian Report 9/19/19

Programming Update:

Past

- **August 24th, Saturday, 7pm:** Across the Zooniverse - Library Benefit Tour - Around 35 attended. Made \$125 for our library.
- **Sept. 5th, Thursday, 6pm:** Adult Craft Night: Barn Quilts - Full Class! 16 plus 9 on waitlist.
- **Sept. 12th, Thursday, 6pm:** Harry Goldhagen book talk - 8 attended

Coming Up! - September/ October

- **September 28th: SILENT AUCTION! :D**
- **Starting Tuesday. Oct. 1st, 3:15pm:** Lego Club for grades 2-6. Runs for 6 weeks.
- **Thursday, Oct. 10th, 6pm:** Cork Pumpkins: Adult Craft Night
- **Saturday, Oct. 12th, 8:30am - 4:30pm:** Babysitting Class
- **Starting Wed. Oct. 23rd:** Art with Mr. Raymond for grades K -2. Runs 5 weeks.
- **Saturday, Oct. 26th, 3-5pm:** Trunk or Treat

Other Updates:

- Hired new sub - Kristen Walent
- ARSL Conference Highlights:
 - Advocacy:
 - Are you Awesome? Then show it!
 - Own Your Brand: Marketing on a Budget
 - Did Slamming Your Head Against the Wall Help? Reframing issues in your library and community.
 - Advocacy Do's and Don'ts
 - Outreach:
 - Serving Hidden Patrons
 - Find them where they are at (patrons that is)!
 - Engagement:
 - Engaging Your Community - and keeping them!
 - Adult Programming
 - Getting Down to Business: Libraries supporting small businesses
 - The Age Limit Does Not Exist: Combining youth and adult programs