

**Jones Memorial Library
Trustee Meeting Minutes
Monday, February 10, 2020**

*Meeting was called to order at 5:05pm.

*Present were Marie Harm, Joan Huguenin, Tina Bailey, Joanne Williams and Laura Lamonda.

*January 13th and 18th meeting minutes were reviewed, Joanne motioned to approve, Tina seconded, all in favor.

*The Financial Report was reviewed and approved by all.

*Tina reported that the community member who had been interested in becoming a library trustee has decided not to become a candidate after all. Marie will speak to another community member who may be interested and will share the by-laws with them.

*Marie's Library Report - Marie submitted the State Statistics Report on 1/8/20. She made out an incident report for the patron parking in the handicapped space. She made stat sheets for 2017-2019 for comparison and ordered State and Federal tax forms. Marie contacted VT Associates and they said that they have very few members but would do a recruiting campaign and will put on the top of the list. She has not heard from the Village about the tree/shrub donation. She left messages by phone with the cleaning lady and hasn't heard back yet. She will leave a note in the library that maybe she will see so that she can contact her. The Village men came and hung the donated painting, installed the flag bracket, brought up a bookcase and reset the clock. The ladies weeded books from the adult non-fiction section and made a U.S. Presidents display. There is now a bookcase for VT authors. Marie ordered 2 books from Edward R. Hamilton and saved a lot of money. There is a great savings there on non-fiction, some fiction, kids is not as great. A patron (or someone) had disabled the library username and password and it had to be fixed. Kim Riendeau's daycare sent a Thank You for the book deliveries and each kid made a drawing. Marie will hang these!!

*Marie informed us that she contacted Comcast about coming to change the Wifi Setup. They will charge \$69.95 to come out. A decision was made to hold off on having them come and to get a tech's opinion. Joanne learned that the Dailey Library in Derby uses Tech Patrol. John Morley will also look to get another point of contact.

*Marie had the tallies that Doris has done to keep track of when and how many people are coming into the library. Tina took them and will consolidate into a spreadsheet.

*Joanne has spoken with John Morley. He will have Blanchard Oil do a check of the boiler. He will also check in with Marie and that her and us as well should make a short and long term list on what we think should be done at the library.

*Joan has not spoken with the women about the quilting workshop as it is hard to get a hold of her in the winter. We will keep it on the agenda until the weather is nicer.

*Tina suggested that Marie use her best judgement on when to close the library in bad weather. If she feels the need to do so then her safety as well as the rest of the staff's is in our best interest. All were in agreement.

*The quote came back from Deb Cobb on the chair and bench cover repairs. It would be \$197.76 for the material and \$150 for the labor with a total of \$347.76 times 3 benches. This would be our entire furniture budget for the year. Tina will look into the cost of premade cushions. She also has the idea to take the cushions off completely and transform the front of them into magnet, dry erase, and chalkboards for the kids. She will look into the pricing of this as well.

*Joan reported that the Haskell is not discarding books but instead will do a book sale. We had previously approved up to \$50 to spend on books from them so when it is time, Joan may do so.

*Robin's Rustic: Robin Riendeau will come up to do a stencil "Welcome" sign workshop on Monday, March 9, at 6pm. She will create a Facebook event and handle the registration. She will charge \$35 per person and give \$10 of that to us. We will communicate through email amongst ourselves on a plan to set up that day.

*Father/Daughter Dance: The hall (Orleans Municipal Building) has been booked for us for May 9th. The dance will be from 6-8pm. The theme is going to be "Under the Sea." It was approved that Laura can spend \$450 towards the dance (including DJ, etc.).

*It was approved for Joanne to spend \$52.45 for supplies for the bookmarks and Zentangle workshop that we will host when the DCF books are available. She has placed on order at the Front Desk.

*Joanne has contacted Maria at the Northwoods Stewardship Center. They could come to the library and do a one hour presentation for \$175. We are looking at possibly a Friday evening and she will ask about March 18th or 27th from 6-7pm. During the workshop, we will ask people if they would be interested in going to the Center sometime as a trip that we could plan and pay for.

*A decision was made to start a raffle for the donated quilt that is in the library. Joanne was approved to purchase the tickets. We would do 1 for \$1 or 6 for \$5. We could sell them ourselves as individuals, in the library, and at all of our events, and would look at a date of September 9th to draw a winner.

*Tina suggested partnering with the schools to send kids to the Old Stone House. Joan will look into the cost, how many kids could go at a time, and what that trip would look like.

*Sandy will put together a 2019 yearly summary report.

*Joanne spoke with John Morley about Marie working some hours at home. He wanted to know how many hours and what she does there. Marie said she works on the emails and book orders. Joanne suggested maybe ordering books once a month instead of twice and delegating more work to others so she can free up some time. Marie will record everything she does for a month, what she does and when, and report back to us.

*Meeting was adjourned at 7:23pm. The next meeting is scheduled for March 16, 2020, at 5pm.

Submitted by Laura Lamonda