

Pierson Library Board of Trustees Agenda
February 20, 2020 7:00 PM
Second Floor Conference Room
Pierson Library

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| 1. | Call to Order | 7:00 PM |
| 2. | *Approval of Agenda | |
| 3. | *Approval of Minutes of January 16, 2020 | |
| 4. | Public Comment | |
| 5. | Treasurer's Report | 7:05 PM |
| 6. | Director's Report | 7:10 PM |
| 7. | Interview candidates | 7:20 PM |
| 8. | *Discussion of candidates requires Executive Session
A member makes a motion to specify that minutes reflect findings that require executive session. | 7:50 PM |
| 9. | *Enter Executive Session | 7:50 PM |
| 10. | Executive Session | 7:50 PM |
| 11. | *Exit executive session | 8:30 PM |
| 12. | Next meeting, March 19, 2020 7 PM | |
| 13. | Meeting adjourns | 8:35 PM |

*Decision Item

Reasonable accommodations shall be provided upon request to ensure that this meeting is accessible to all individuals regardless of disability

Attendees – Lisa, John, Ruth, Charlotte, Kevin, Barbara, Jane (on phone)

Absent – Laureen

Call to order : 7:05pm call to order

Approval of agenda – motion to approve by Ruth, John seconds

Approve the minutes – Barb to approve, Ruth seconds

Public comment – none

Treasurer – Barb reported on a number of transactions that occurred in Nov and December. The annual campaign has once again proved successful with proceeds \$3-4k to the trustees. Going forward, EV Charging will be deposited into the checking account.

Directors Report – Another good month with regards to the statistics and continued increased usage. Circulation is up 1500 over the benchmark year. E-Books has been acquired by new vendor so watching to see if there is any change in service. Building improvements committee has been organized and a new usage survey is planned for the spring. Outreach. Utilities are doing well in comparison to the budget even without solar having come onboard.

A request has been made to provide a plaque to recognize VIA and Neagley and Chase.

A committee has been formed to help create an application for Poet Laurate.

Library meeting room fees vs. town fees.

Make the Children’s Activity room fee’s consistent.

Make the usage groups consistent – regional, state (for the library to add), condo/neighborhood associations and non-profits groups (for the town to add).

A discussion was had about the policy. Private and reserved use is currently what is being charged for certain groups. To date only 4 meetings had incurred a fee since opening.

Going forward in the policy, it makes sense to change the way it is stated more clearly so that Shelburne residents private and reserved functions. John to revise the language for the next meeting.

Recruiting new trustees –

Personal ask, Front Porch Forum, Shelburne News, website for letters of interest by Feb 6th.

Interviews planned for February trustee meeting.

Jane left the meeting 8:05pm

Town Budget update – Kevin gave a quick update.

Sunday hours –

Feb 2-May 31 (closed Easter) from 12-4

A motion was made by Barbara and seconded by John the library being open from Feb 2-May 31 (closed Easter and Memorial Day) on Sunday from 12-4 to allocate up to \$6000 to fund the Sunday hours contingent on the approval of the town funding Sunday hours in the fiscal budget of 2021.

Policy manual –

No additional updates were needed.

Ruth moved to ajorn and Charlotte seconded at 8:24pm

Library Space Fees (from Policy Manual section 5.3):

SPACE	Resident/Local Business	Non-Resident/Other Business
Community room	\$20/hour	\$30/hour
Children's activity room	\$15/hour	\$25/hour
Library conference room	\$10/hour	\$20/hour
Town hall, main level	\$30/hour	\$40/hour
Town hall, lower level w/kitchen	\$15/hour	\$25/hour

The following outside groups are exempt from fees for use of space: Town of Shelburne department and staff, board, commissions and committees; Town of Shelburne co-sponsored events; Shelburne Community School and CSSD activities; Social Service and community service groups; Non-profit groups which wholly or in part benefit Shelburne residents; and Shelburne condo and neighborhood associations. Uses by these groups is limited to one meeting every two months, unless an exception is granted by the Library Director.

From <http://vt-shelburne.civicplus.com/DocumentCenter/View/712/Facilities-Policies--Fees>
Approved by the Shelburne Selectboard on 9/10/2019

Shelburne residents and businesses may reserve space for their private use at a resident rate and non-Shelburne residents and businesses at a non-resident rate. Those exempt from fees for use of space include: Town of Shelburne departments and staff, committees, boards, and commissions; Town of Shelburne co-sponsored events; Shelburne Community School and CVSD activities; Town-funded or recognized service organizations; and regional or state agencies or committees.

FACILITIES AND FEE SCHEDULE

Municipal Building: Contact Sue Moraska at 264-5039 to reserve these spaces.

SPACE	Shelburne Resident/Business	Non-Resident/Business
Meeting Room 1	\$15/hour	\$25/hour
Meeting Room 2	\$15/hour	\$25/hour
Meeting Room 1 & 2	\$30/hour	\$50/hour
Staff Room w/kitchen	\$15/hour	\$25/hour

Library: Additional use policies for the Library may be established by the Library Board of Trustees
Contact the Pierson Library at 985-5124 to reserve these spaces.

SPACE	Shelburne Resident/Business	Non-Resident/Business
Large Community Room	\$20/hour	\$30/hour
Activity Room w/sink	\$20/hour	\$30/hour
1 st Floor Conference Room	\$10/hour	\$20/hour
2 nd Floor Conference Room	\$10/hour	\$20/hour