

Draft Minutes for Pierson Library Trustees' Meeting
Thursday November 17, 2017
7:00 pm Pierson Library Conference Room

In attendance: Ruth Hagerman, Laureen Mathon, Bonnie Christie, Jane Osborne McKnight, Cathy Townsend, Cooper Birdsall, Josh Ashooh, Norman Silcox, Erin Miller Heins
Lara Keenan, Director

1. Call to Order 7:02 p.m.
2. Approval of Agenda. Jane moved to amend agenda with addition of #3a, Approval of Minutes of October 25, 2016 Selectboard Meeting, Bonnie seconded. Jane moved to approve revised agenda. Cathy seconded. Both motions passed unanimously.
3. *Approval of Minutes of October 20, 2016. Laureen moved to approve. Cathy seconded. Motion passed unanimously.
- 3a. *Approval of Minutes of October 25, 2016. Cathy moved to approve. Laureen seconded. Motion passed unanimously.
4. Public Comment – Norman Silcox shared his views on the new library designs and thanked trustees and steering committee for their efforts. Ruth thanked Bonnie for her service to us.
5. Treasurer's Report – Discussed report. No comments.
6. Director's Report – Lara presented her report. Discussion about broken toilet and whether we should get plumber to completely replace, cost may be up to \$1,000. Jane recommended plumber and decision made to repair it once more and if doesn't work, to replace it.
7. Friends Update. Cathy gave report. Annual meeting last Thursday went well. They have donated \$850 to Newsbank. Friends are organizing closet and cleaned up garden with volunteers from Shelburne Garden Club and planted bulbs. 4 Friends are volunteering at the Shelburne Museum for Deck the Halls event. Next book sale March 10th and 11th.
8. Library Building Steering Committee Update. Cathy provided update of this week's outreach events.

Erin joined meeting at 7:37 pm

9. *Accept FY2018 budget and approve Director's salary- Discussion of draft budget and line items. Propose Director's salary with Town's COLA %. Erin moves to accept total budget proposal for FY 2018. Bonnie seconded. Motion passed unanimously.
10. Annual Campaign – Discussion of flyer design and agreed on 12/11 date for inserting in Shelburne News. Any additional comments on flyer design will be sent directly to Barb since she was absent from meeting.

11. Annual review of Library Strategic Plan - Jane presented review of plan. Need to start talking about how we want to prepare next three-year plan. Lara suggested talking to Barbara Doyle-Welch to help us with our next strategic plan and hiring her to assist us with this process.

12. Review Steering Committee Library preferred alternative plan - Discussion of the final plans. Lara has made some suggested changes to architects based on staff and community feedback.

13. Discuss Library project funding options - Discussed Trustees position on potential funding options. Discussion of Trustees desire for more information and numbers. Numbers to be released on Steering Committee meeting on Monday, November 12st. Trustees may need to have a special meeting to discuss further once numbers are finalized.

14. *Authorize supplemental cleaning costs Jan 1 to July 1 2017 – Discussion of responsibility for cleaning and whether we should continue to pay these cleaning costs. Jane moves to authorize the supplemental costs from January 1 to January 31, 2017. Motion withdrawn. Erin moves to authorize cleaning costs from January 1 to March 31, 2017. Jane seconded. Motion passed 5-1.

15. *Approve Volunteer holiday gifts – Lauren made motion to approve \$25 each for 25 volunteers, authorizing up to \$625 for purchase of volunteer gift cards. Cathy seconded. Motion passed unanimously.

16 Receive draft of Town Report summary (due to Town Jan 2018 from Secretary) – Discussion and approval of draft of Town Report.

17. Receive summary of VDL Annual Trustees and Friends Conference – Lauren and Bonnie presented their summaries of annual conference.

18. Next meeting January 19, 2018 at 7 PM

19. Adjournment. Bonnie moved to adjourn, Lauren seconded. Motion passed unanimously.

Meeting adjourned at 9:12 p.m.

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