

Pierson Library Board of Trustees Minutes  
**February 15, 2018**  
7:00 PM  
**Library Conference Room**

In attendance: Barbara Comeau, Ruth Hagerman, Kevin Unrath, Lisa Merrill, Cathy Townsend,  
Guests: AJ Humphrey, Meagan Downey

1. Call to Order 7:05 PM
2. \*Approval of Agenda. Accepted by Barb. Seconded by Lisa
3. \*Approval of Minutes of January 18 2018. Accepted by Barb. Seconded by Cathy
4. Public Comment – No public comments
5. Treasurer’s Report – presented by Barb
6. New Library and Town Center Project
  - Fundraising: Meagan is focusing on major gift donations. The team has been working on a Case statement, a glossy brochure for potential donors. The challenge is that the money needs to be raised by July 1 prior to borrowing money from the bond bank. There will be naming opportunities for large donations but a plaque-like format for smaller donations. We’ve received grants from foundations
  - Project publicity: Project website is getting close but not publicly linked yet. Discussed options to have communication on regular updates to the project.

7:46 AJ and Meagan left

- Budget: Exploring driveway options to reduce cost, improve safety, etc.
  - Temp Location: One constraint of finding a temp location is the accessibility requirements
  - Design team: No update
7. \*Accept amendment to Gift policy (**Policy 7**)
    - Current PolicyThe Library, acting through its Board of Trustees, may, in its sole discretion:
    - 1) Accept or reject any offered gift.
    - 2) Accept unrestricted gifts, and restricted gifts for specific programs and purposes, provided that such gifts are not inconsistent with the stated mission, purpose and priorities of the Library.
    - 3) Reject any gift with the potential for an actual or perceived conflict of interest.
    - 4) Seek advice from its own legal counsel and/or financial advisors with respect to the consequence of any gift acceptance to the Library

This policy is intended only as a guide and allows for some flexibility on a case-by-case basis upon approval of the Board of Trustees.

- Amendment:

5) At their discretion, the Chair and Treasurer may provisionally accept a donation to the library pending full board approval.

**Accepted by Barb. Seconded by Lisa**

8. Review Trustee Terms

<b>Name</b>	<b>Term Expires</b>	<b>Eligible for another term?</b>
Jane	3/2019	Yes (2016-19)
Barbara	3/2019	Yes (2016-19)
Lisa	3/2019	Yes (2016-19*)
Laureen	3/2020	Yes (2015-17*)/(2017-20)
John	3/2020	Yes (2017-20)
<b>Ruth</b>	3/2018	Yes (2013-15*/2015-18)
<b>Cathy</b>	3/2018	Yes (2013-15*/2015-18)

- \* partial term
- Can serve two full terms
- Ruth and Cathy have agreed to serve another term

9. Director's Review schedule (Lisa, Laureen, Ruth) – will be in April due to scheduling issues

10. Establish Policy Manual review process – Decided to review before new building opens

11. Recommend the re-appointment of Rick Bessette as Shelburne's Poet Laureate for 2018-2020  
Accepted by Barb. Seconded by Cathy. Kevin will let the Selectboard know

12. Director's Report – presented by Kevin

13. Friends Update – Looking for volunteers for book sale

14. Youth feedback – no youth were present

15. Next meeting, **March 15, 2018**. Ruth will not be here. Barb will chair

16. Meeting adjourns 8:28 PM  
Accepted by Barb Seconded by Cathy

\*Decision Item

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