

Special Meeting – Minutes
Pierson Library Board of Trustees Training
May 5, 2020 3pm.
Conference Call

Attendees

Kevin Unrath (director)

Trustees: Lisa Merrill, Charlotte Albers, Alex Nalbach, Becky Jewett, Cate Cross. Guest: Lara Keenan

1. Call to Order 3:07 pm
2. Approval of Agenda – Becky moved to approve agenda, Alex seconded; all voted in favor.
3. Public Comment – none.
4. Training of new Trustees - Lisa reviewed the iCloud documents she has compiled including **Library Resources and Links** and the **Trustee Tasks and Calendar**. Review discussion included the Library Policy Manual, Trustee Bylaws, Town of Shelburne Ethics Ordinance, Library Strategic Plan for 2018-2021, Vermont Open Meeting Laws, Vermont Dept. of Libraries, the Vermont Library Association; Vermont Statutes Title 22: Libraries, History and Information Technology, and Vermont Community Foundation. Everyone is encouraged to read through documents which are kept up to date. A folder with printouts will be made available to all trustees for reference.

Kevin currently serves as the Vice-President of the Vermont Library Association and will become President starting in May 2020. He says the VLA offers great continuing education for trustees and library workers and maintains a listserv which is a helpful resource.

Lisa introduced Lara Keenan from the Vermont Dept. of Libraries who joined the video conference call around 4pm. Lara is a consultant for governance and management of state libraries, frequently trains new trustees, and was formerly director of the Pierson Library. Lara gave an introduction to the Manual for Vermont Public Libraries which includes a checklist of trustee tasks. She says the Pierson is a Municipal Library as its funds come from the town.

Lara encourages the Trustees to develop good working relationship with the Selectboard. Kevin recommends having one member of the Selectboard work with the Trustees on budget planning and work proactively with the Town Manager as we approach this year's budget. Alex noted discussion should be taken up by entire board; Lisa will add to an upcoming agenda for further discussion.

Lisa reviewed tasks for Trustees: board positions, annual review of Director, art selection with Director, Town Report/CBC Report (Committee, Board & Commission Report), Three-Year

Strategic Plan which will need to be reviewed in 2021, the annual campaign, budget draft, review of Policy Manual, review of Trustee Bylaws, communications and marketing advocacy, and gifts for volunteers.

9. Next regular Trustee meeting is May 21, 2020 at 7pm.

10. Meeting adjourned at 4:51pm.

Conference Call:

MEETING INFO

Personal Meeting ID (participants will need this to call or log in from their Zoom Account): 403-319-7524

Meeting Password: 454903

Call in phone number: (415)762-9988

URL to log in to the

meeting: <https://zoom.us/j/4033197524?pwd=WXFYTUJTZkMvdUIHWFpScStGR2dwdz09>