

Pierson Library Board of Trustees Minutes

**May 17, 2018**

7:00 PM

**Library Conference Room**

In attendance:

Trustees: Cathy Townsend, Jane Osborne McKnight, Lisa Merrill, Ruth Hagerman, John Boscia (via phone), Barb Comeau

Youth Trustee: Luke Sweeney

Librarian: Kevin Unrath

Call to Order 7:00 pm

1. **Approval of Agenda** – Cathy moved to accept agenda, Lisa seconded. Motion passed unanimously.
2. **Approval of Minutes** of Feb 15, 2018 /\*April 19, 2018/\*April 25, 2018  
Lisa moves to approve April 25, 2018 minutes, Cathy seconded, John & Ruth approved – Jane and Laureen abstained.

John exits meeting 7:02 pm

April 19, 2018 Minutes – Amend Cathy Townsend as attendee on April 19, 2018 minutes, Jane made motion to approve as amended, Lisa seconded. Motion passed unanimously.

Barb arrived to meeting 7:05 pm

Cathy moves to accept February 15, 2018 minutes, Lisa seconded. Jane and Laureen abstained.

3. **Public Comment** - None
4. **Treasurer's Report** – Barb gave report for month of April.

**5. New Library and Town Center Project**

Fundraising:

Barb made motion to approve that all Paypal donations for month of May are earmarked as donations to Vermont Gives and will be processed accordingly unless someone makes a specific request otherwise. Laureen seconded. Motion approved unanimously.

Project Publicity: Kevin will send email to active patrons asking if want to sign up for email updates on the project.

Budget: Continuing to work on the budget

Temp Location: Preparing for June 6 DRB hearing, walkthrough with Fire Marshall to determine how many people can be in each room. Getting quotes for movers. Have temporary staffing for help with moving. Week of June 25<sup>th</sup> – July 6<sup>th</sup>. June 15<sup>th</sup> have occupancy of the building. We will purchase Library signage for Harbor Road temporary location.

Barb made a motion to authorize Treasurer to reimburse Library Director up to \$500 for incidental moving costs that may arise. Laureen seconded. Motion passed unanimously.

Construction: No updates

Design Team: No updates

## 6. Determine Annual Working Groups

Shelburne Day (Laureen

and Ruth will sign up helpers in July to help; **August 18th**)  
Operating budget (Barb and Kevin; first draft due **September**)  
CBC report to SB (Ruth plus Jane, if needed, may not do this year draft due **September**)  
Annual campaign (Barb plus Kevin; **December**)  
Policy Manual review (Laureen & Cathy plus Kevin; draft due **February 2019**)  
Annual review of Director (Lisa, Jane, John; final due **March 2019**)

## 7. Update on MOU/Town Hall operation

Discussion of memorandum of understanding about the operation of Town Hall. We will wait for a new Town Manager and revisit this topic again once that position has been filled.

## 8. Director's Report

Kevin presented his report.

Next meeting, **June 21, 2018**

**Please note new location: Town Offices Room 2**

Jane moves to adjourn meeting at 8:02, Laureen seconded. Motion passed unanimously.