

## Pierson Library Board of Trustees Agenda

October 18, 2018

7:00 PM

### Town Offices, Staff Meeting Room

In attendance: Trustees: Ruth Hagerman, Jane Osborne McKnight, Cathy Townsend, Barb Comeau (via phone, in person at 7:50 PM), Lisa Merrill, Luke Sweeney  
Library: Kevin Unrath  
Guest: None

1. Call to Order 7:05 PM
2. Approval of Agenda: Jane moved. Cathy seconded. Motion approved unanimously
3. Approval of Minutes of September 20, 2018 with the following changes:
  - Added Ruth Hagerman as attendee
  - Corrected date of groundbreaking to September 29th (it said June!)
  - Add complete roll call to 9a: Barb, yes; Laureen, yes; Cathy, yes; Ruth, yes; Jane, no; John, abstain.Cathy moved to accept minutes, Jane seconded. Motion approved unanimously
4. Public Comment - none
5. Treasurer's Report  
Outstanding check for Trustee donation to Town Center project will be withdrawn from the Checking Account.  
  
Authorize support of Fall Annual Campaign  
Cathy moved to discuss funding of Fall Fundraising. Barb seconded.  
Jane makes a motion to fund up to \$1,500 by the Trustees for two purposes: 1) \$500 towards the cost of attending a half day fundraising seminar by Gade McArdle and 2) up to \$1,000 to support the fall fundraising flyer initiative. Lisa seconds. Consultant has been used by Shelburne Museum, Shelburne Farms, the Y and others. Consultant will provide a half day of training. Four Trustees, Kevin and other will attend the training. The flyer will replace of the end of the year annual campaign flyer and will promote the 4:1 match of donations.
6. Director's Report
  - Circulation and visitors were down in September. This may as a result because of temporary the location.
  - Had discussions about introducing self-checkout while in the temporary location. Only a computer with a touch screen and user training are needed to get started.
  - Considering using "square" for accepting credit card donations and payments. Need to discuss with Town and learn more.
  - Discussions with the Town towards creating an agreement with the Town for scheduling and maintenance of space that gets leased have begun.
7. Project update  
Foundation work has begun.

8. Accept Library Operating Budget for FY2020

Reviewed the budget and scenarios. Big variables are Cleaning and Utilities. Barb Motions to Approve the Oct 2018 Proposed FY2020 Budget for \$439,693 with 3 scenarios. Jane seconds. Passed unanimously.

9. Populate working group for Policy manual revisions & review

Laureen and Cathy had previously agreed to work on this project. Lisa will take Cathy's place. Will potentially need a new policy for managing the rental of the Town Hall space.

10. This item was missing from the Agenda

11. Next meeting, **November 15, 2018**

12. Jane moves to adjourn the meeting at 8:20 PM. Lisa seconded. Motion passed unanimously.