

Royalton Memorial Library

January 9, 2018

Minutes

Members Present: Theresa Manning, Cynthia Dalrymple, Bonnie Kenyon, John Dumville, Marianne Physchark, Librarian, Louise Clark, Phoebe Rhoda, Yulia Ballou, Pam Levesseur
Meeting came to order at 4:00 p.m.

Minutes were approved by John Dumville, seconded by Louise Clark, all approved.

Librarian's Report

Circulation Stats passed to each board member. Circulation is down slightly, a Cabin Fever Challenge has been organized to boost circulation, rating cards will be created, three businesses have been contacted for support Will have something planned for winter break in February. School Library Visit (K- through Grade 3). Discussed were: winter break activities, library card, new library in Fall 2018

Library programming

Page to Film series, Oscar Nominees Film series, Tween Book Club, Wellness Book Club, Cabin Fever Reading Challenge (Adults and Teens only) Jan 15-March 15
Coloring Night, Ukrainian Egg Dying Workshop for Tweens/Teens and Adults are programs scheduled at present. It was suggested movie night have a donation jar as well as at each event. State Holiday Schedule for the coming year: Monday Jan 1, Martin Luther Jan 19th, Presidents Day 19th, Town Meeting Day, March 6th, Memorial Day, 28th, July 4, Labor Day, Thanksgiving 22nd, Friday 23, Xmas Day.

Thank you's and Annual Appeal, letters have been mailed and the Vermont State Library Report has been submitted. The library Report for the Town has been sent to each member for comment, report is due this Monday. Extended Library Hours for Midterms (SoRo Teens), no one showed up so far, but will run two more nights.

Pilcrow Foundation-books being delivered Tuesday, January 9th will need to publicize the grant/books once processed and catalogued write up report for the foundation, etc Colorado couple donated 24 books, \$400.00 in addition to grant. Promotion will be through media outlets, Miss Paula will use some of the books. Will follow conditions of the grant.

Mandy Giles-Carry from CopperHill Tax is working on the Form 990 to be completed mid-January. Marianne or Pam will call Mandy Giles after completion of Form to schedule an Audit Review for RML per Trustee Board.

Royalton Highway Department-snow removal, initial call to Larry Trottier, as per Cynthia. Library representative to selectboard is currently not available to handle problems with shoveling.

Cynthia requested staff go through magazines to see what the usage is, get rid of the ones that are not circulated.

Pam Levasseur report- Budget sheet handed out --email Pam with questions, if not covered during meeting. A question was posed, is trash pick-up adequate for our use. Recycling has missed the library recently. Profit and Loss Statement handed out. All capital campaign funds going to savings could go to investments at Morgan Stanley. Pam stated the library has some things we need to buy ourselves such as bricks, benches etc, A question was asked "Do all donors know about what is available on the list such as a brick, etc.?" Profit and Loss statement is from the beginning of the campaign campaign to today. The current projected costs are \$788,202 includes 10% contingency... Profit and Loss Budget vs Actual statement - Annual appeal Letter have collected more this year to this date than other years. Catamount membership is supposed to drop each year, board members of Catamount decided to have a \$700.00 dollar set fee. As more libraries join the price will go down. Last page education training and travel over budget at the half year mark. Cost for printing the annual appeal letter under annual appeal page 3. Pam will adjust. ECFiber is currently the libraries carrier for phone and computers. The final bills have been received from the Fairpoint the previous carrier for internet services. The change to ECFiber will be a savings of \$30.00 monthly for the library. Ray would like to speak with electricians when building plans are reviewed.

Board was asked when a snow day is called and an employee is scheduled to work should the employee be paid? John stated if they are already at library and want to sort books or other work related activities then they would be paid or make up hours by doing another day or other hours to be paid. Yulia made a motion to make up snow days hours on another day, seconded by Louise Clark, all were in favor.

A date was established for Marianne's 6 month performance review, at the end of February. Review form will be available at the February 6th meeting. Cynthia will be gone until 21st of January, Phoebe will preside while she is gone. Bonnie, John, Cynthia, Theresa, Yulia, and Louise will be an appointee for 1 year, Phoebe will run for the two year position as the elected board member.

Display for the current month, is the school art. April, One Planet is scheduled. Red door church does a community calendar with town events it was agreed calendar might be a project after addition is built.

Plans from Jay were reviewed. Email was reviewed from Jay. Cynthia reviewed changes from the previous plan.

Work day is scheduled to load boxes for Better World, January 30 at 9:00 A.M.

Adjourned at 6:07 p.m.

Respectively submitted,
Theresa Manning