

Royalton Memorial Library
Minutes
September 7, 2017

Board members present: John Dumville, Phoebe Roda, Bonnie Kenyon, Louise Clark, Pam Levesseur, Cynthia Dalrymple, President, Theresa Manning, Sect'y, Marianne Pysarchyk, Librarian, Yulia Ballou was absent.

Meeting called to order at 4:02 p.m.

Bonnie made motion to approve minutes seconded by Louise Clark, John Dumville, suggested total figure of the budget, and Marianne Pysarchyk's name should be added in the appropriate places. All were in favor.

Introduction of new librarian, Marianne Pysarchyk, was made to the board.

There is a CLIF Meeting, on September 15th, Pam Levesseur will attend.

Hearing for the bond vote is the 17th of September, 7:00 p.m. Letter to the voters was reviewed. Discussion followed about the letter and ordering from Spaulding Press. Penny at Spaulding Press suggested letters could be a trifold and labels will be placed on the tri fold. Letters will be sent to registered voters. The cost of the letters would be \$261.88 for letterhead, folded and \$188.13 for white folded. Motion was made by Phoebe Roda for the white folded paper with the black lettering, seconded by John Dumville. All were in favor.

A Budget for the library will be presented to the selectboard on October 24th. Pam Levesseur provided a budget worksheet to each Trustee. The town appropriation for fiscal year 17/18 library operation is \$58,885 (level funded with fiscal year 16/17). Wording in the heading of the worksheet should be changed to Accepted instead of Proposed in 17/18 heading column on the budget worksheet. The proposed town appropriation for 18/19 is \$66,355 but will need to be re-considered at next meeting. Pam explained that Collection Development purchases made using annual appeal money needs to be recorded separately than Collection Development purchases made using general fund money. In response to an inquiry by John Dumville, Pam explained that the restricted donations for collection development are the donations received at the Sharon rest area (per Trustees vote at the August 2017 Trustee meeting). Majority of books are purchased from Annual Appeal donations. Trustees are to review the budget worksheet and be prepared to complete the proposed 18/19 budget at the October 5th meeting. Discussion ensued of trash removal and cleaning of the library, and snow removal, snow removal should be in the early in the a.m. for book returns, deliveries etc. If cleaning is employed in the future it should be scheduled once a week.

News of the Building: Chimney repair was needed for blown out thimble. There is a stainless steel liner in the chimney which was good news. There will be a cap placed on the chimney in the attic of the library building. Light in the office of the library is in need of repair and will be repaired for under \$100.00. State regulation will not allow rebuilding of t-12 lights downstairs, the cost of \$460.00 was quoted to replace the light. The downstairs room light will not be repaired at this time and will be taken care of during the renovation of the library. Three lights in the library book area have to be replaced, parts will be ordered as per Mid-state Electric, Stuart Clark, the suggested repair person by the town.

The 990 preparation has begun, by Pam Levesseur

Because of the current atmosphere of the stock market a conversations of the investments took place, the board will follow the advice of the broker as the library portfolio is a very conservative one.

Vermont Housing and Conservation Board report done by Theresa Manning. The board is scheduled to meet with the selectboard to present the conditions of the grant on the 12th of September.

Audit Report was given by Bonnie Kenyon. A non-profit review can be done for around \$6000.00 as per information from Mandy Childs, 603-306-0100. John Dumville suggested to not do a full audit but start with non-profit single review because of the cost. Bonnie Kenyon will contact Mandy Childs to start the non-profit review. John Dumville will be board backup for Bonnie Kenyon while she is away and Marianne and Pam will be staff backups. Motion was made by John Dumville and seconded by Louise Clark. All were in favor.

Rest area October for 13th and 14th coverage, Louise Clark will bake, Theresa will bake, John will go on the 13th, Marianne will do the 14th Cynthia will work on that day as well. Will ask Maria Lamson to help.

A date was requested to meet in September with Jay White, Mondays are the best day as the library is closed. Cynthia will schedule Monday, September 18th 9:30 Omar for a conversation about investments first and then Jay White.

Insurance for the contents of the library building may be covered under the town umbrella, Rose will let Cynthia know.

Kathy Hassey wrote to library about trees that need to be removed on her property and the need to come across library property to do so. Cynthia replied to her in the affirmative and informed the selectboard of the plans.

Cynthia informed the board of the annual trustee conference November 9th, in Burlington, 9:00 – 3:30.

Sage Lewis suggested a flag be placed by the bulletin board when the library is open to better notify the public as the door sign is not seen well from the road.

A young man from VLS has to do community service for DWI, 180 hours, 6 hrs per week at minimum, board members were in favor of his working for the library.

Louise Clark has spent the last few Thursdays at the Farmer's Market. An inquiry was made if someone else would be willing to go on Thursday. Theme related books for the fall, donations jar were suggestions for the table, John will check to see if he can do the next Thursday.

It was reported by Pam Levesseur, ECFiber has started wires from the pole to the building.

Adjourned at 6:15 p.m.