

Present: Barbara Burns, Matthew Pfisterer, Bill Relyea, Zachary Snow, Mary Pat Sternberg, Teresa McGuirk, Denise Biery
Community: Jim Brands

| TOPIC | DISCUSSION | ACTION |
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| 1) Approval of Agenda Approval of 12/14/15 Minutes Welcome | None None. Board introduced themselves to Mr. Brands and he, in turn, told us a little about himself. | Motion to accept Agenda. Motion by B. Burns; 2 nd by B. Relyea. Approved unanimously. Motion to approve Minutes of 12/14/15. Motion by B. Burns; 2 nd by B. Relyea. Approved unanimously. |
| 2) Community Speak | Mr. Brands inquired into why the amounts stated in the final Approved Budget were larger than those given in the initial Proposed Budget. | |
| 3) Board Calendar (attached) • Trustee Resignation | President requested trustees inform her of vacation plans as soon as possible. Director is away 2/15-21. Z. Snow is away 3/9-25. M. Pfisterer inquired into whether the Pledge of Allegiance is required at start of each BOT meeting. The Board received an email from Caroline Matuk containing her resignation as a trustee. | President will look into this. |
| 4) Finance Report (attached) • Financial Statements <u>December 2015</u> (attached) • <u>Financial Policies</u> • Budget Information for Community | Committee met on 1/2/16 and 1/7/16. One copy of Financial Statements will be available at BOT meeting. Additional packets will be made available upon request. Finance Committee recommended approval of: <ul style="list-style-type: none"> • Transaction List by Vendor: Dec. 1 – Jan 7, 2016 Vendor payment method will not be changed. • Profit & Loss YTD Comparison: December 2015 • Profit & Loss Budget vs. Actual: January - December 2015 • Balance Sheet: as of Dec. 31, 2015 Committee is reviewing all library financial policies for compliance with MHLS recommendations. Comparison between several past years Actual Expenses and the 2016 Budget is needed. | Motion to accept the December Financial Statements. Motion by B. Relyea; 2 nd by M. Pfisterer. Unanimously approved. Committee will make recommendations in February. Director will obtain these figures. |
| 5) Director Report (attached) Annual Appeal New Library Service Staff Training Collaboration Milestone Newsletter | Annual Appeal: 79 responses / \$6,943. Director sent thank you letters. New service: emagazines are available on library website. Staff training is now available through Lynda.com, purchased for \$200. First collaboration with neighboring libraries: “Keep It Local: What Is Farm to Table?” series; Feb.–April; will have big read component. Newsletter #4 has gone to printer on schedule. | |

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| <p>6) Fund Raising Report (attached)</p> <ul style="list-style-type: none"> • <u>Book Sale</u> • <u>Reception Event</u> • <u>Gala FR Event</u> • <u>Other FR Events</u> | <p>Committee met on 1/9/16.</p> <p>Dates set; bake sale added.</p> <p>Date changed to 4/16. Purpose: to introduce non-users to library services, promote library as community center & cultivate donor base.</p> <p>Still in thinking stage.</p> <p>House tour concept was proposed.</p> | <p>Contact BOB and community members for participation.</p> <p>Director is arranging for consultant to help plan event.</p> <p>Need to pin down a date and event type/location.</p> <p>Committee will explore this.</p> |
| <p>7) Operations Report</p> <ul style="list-style-type: none"> • <u>"Visioning"</u> • <u>Policy Review/ Trustee Education</u> • <u>Gmail Password</u> | <p>Board will meet on 2/17 (10:30) for a few hours of informal discussion. Purpose: to allow us to explore our personal visions for the library and meld them into a mission statement that will foster planning for the library's future over the next several years.</p> <p>Board discussed the <i>Conflict of Interest and Ethics Policy</i>. 2016 Certifications were submitted.</p> <p>Due to trustee resignation, the gmail password needs to be changed.</p> | <p>MHLS guidelines for thinking about libraries were distributed.</p> <p><i>Whistleblower Policy</i> will be discussed in February BOT meeting.</p> |
| <p>8) Governance Report (attached)</p> <ul style="list-style-type: none"> • <u>By Laws Update</u> • <u>Trustee Search</u> • <u>Library Visibility</u> | <p>Committee met on 1/2/16.</p> <p>Update deferred, pending development of Mission Statement and review of decision for public election of trustee.</p> <p>Discussion of what is optimal number of trustees and who are optimal trustees for Library's needs. Charter allows range of 5-9. Current status of 5 is thought to be too small.</p> <p>Updated version of Annual Report was published in local newspaper. Z. Snow was Saturday trustee in library in December.</p> | <p>Will repost to website. Trustees were encouraged to reach out conversationally to community.</p> <p>Trustees will continue presence in library on last Saturday of each month, in alphabetical order. B. Burns will be January trustee.</p> |
| <p>9) 2015 Sustainability Action Plan – Final Review (attached) Patron Use Statistics (attached)</p> | <p>Plan was successful in setting and tracking fund raising, community engagement and BOT goals in 2015.</p> <p>Data of library use by age/time/program shows 6.19% of community (or fewer as data does not parse out duplicate visits) came into the library in December.</p> | <p>Visioning process and long term plan will provide next set of goals/objectives.</p> |

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| 9A) Library Records Retention | The library cabinets contain many records that are very old and many that are of questionable value. B. Relyea consulted the MHLS website but the guidelines for an association library are unclear. M. Pfisterer explained that library documents usually fall into one of three categories: financial, employee records and archival. Z. Snow cautioned to retain records that may be requested by community as the library moves toward a 414 vote. | B. Relyea will consult with MHLS/RSA for guidance on how the library should proceed. |
| 10) Community Speak | Mr. Brands is concerned that the cost of maintaining the library is increasing and is a reason why young adults raised in the community are now unable to afford living here. He praised the Town Supervisor as a knowledgeable source of info about grants that may be available. M. Pfisterer explained some of the grants typically used by libraries. | The Board recognizes the need for full transparency with the community on this issue and the need to develop and circulate materials that document and explain the financial condition of the library. |
| 11) Adjournment | The President thanked the Board and reminded trustees to send their reports for the next BOT meeting to the Board gmail no later than one week prior to the meeting. | Motion to Adjourn. Motion by B. Relyea; 2 nd by M. Pfisterer. Approved unanimously. The meeting adjourned at 8:00 pm. |

All attachments are available in the Library. Minutes from previous meetings are also available in the Library.

The next Board of Trustees meeting is Monday, February 8 at 6:30 pm in the library. All members of the community are welcome to attend.

Minutes prepared by B. Burns

1/12/16