

## **Russell Memorial Library Board Meeting Minutes - March 21, 2017**

**Present:** Jane Low, Amy Moody, Sandy May, Melanie Cote, Jo-Anne Wisniowski, Deb Chamberlin, Sue Ledoux to drop off treasurer's report book

The meeting was called to order by Amy Moody at 6:40 p.m.

### **Election of Board Officers:**

Co-Chairs: Amy & Jane

Treasurer: Sandy

Secretary: Melanie

The minutes from the February 2017 meeting were read aloud and approved as written.

The board offered a desk to be used for the patron computer instead of the current table. Deb explained that the current table works well because it allows the heat to flow.

### **Librarian's February Report:**

Usage numbers: Total patrons: 102; books checked out: 134; Audio Books:6 ; Inter-Library Loan: 0; New patron cards:4; Museum passes:1 ; Computer usage:3

Programs: Story Hour had 1 adult and 2 children.

Feb 4<sup>th</sup> – Pop Up Valentine Cards – 2 people

Feb 24<sup>th</sup> – Card Towers & take home a book – 1 teen, 2 children, 1 adult.

Second Card Tower event – 4 children, 2 adults.

All three programs were rated a 10 by participants.

These programs were publicized in the Addison Independent's Thursday Arts section, Monkton's webpage, the Monkton sign, the Library Facebook page and on Front Porch Forum.

Automation project: Donated picture books are now automated.

### **Treasurer's Report:**

\$23,650 is the budget for 2017 – 18. This is \$10.25 per capita.

### **Old Business:**

Librarian Job Description:

Deb will share the library job description with the board via email.

Exterior Painting of the Library:

Jane will check with Bill Joos if the library needs to put the painting job out to bid.

### **New Business:**

Summer Reading Program:

Due to low participation by MCS students (7 students last year) in the Monkton Library's Summer Reading Program, the librarians will not give a copy of the program information letter, log and bookmark to every student at MCS.

Instead, the Summer Reading Log will be made available at the MCS library (& mentioned in the MCS newsletter), the Strawberry Festival, and the Monkton Library.

Monkton School Read-a-thon & Guest Author:

Dawn Thibault reached out to the school regarding ways the Monkton Library could support MCS. The above two programs were mentioned as willing to accept a donation from the Monkton Library. It was decided that the Monkton Library would **not** donate money to either of these school programs.

Red Clover Book Donations:

Katie has a colleague, Kim Gurney, who is donating one Red Clover book per month in honor of her grandmother. A book plate will be put in these books to note this.

Library Open House:

An open house will be held May 6 to coincide with Green Up Day and the passing out of Green Up bags. Visitors can see the improvements in the children's area and the rest of the library. Food and beverages will be served. There might be a station of origami for children. Katie and Dawn might be there for some of the time.

***Details to be finalized at the April meeting.***

Strawberry Festival:

Discussed extending the hours when community members could buy books. Board members could take shifts for book selling. Food would not need to be sold for the extended hours. Begin at 10 possibly. Check when church gets out.

***Details to be finalized at the April meeting.***

Adjourn: The board adjourned at 8:00 p.m.

The next meeting is scheduled for April 18, 2017.

Minutes submitted by Melanie Cote.