

## **Russell Memorial Library Board Mtg Minutes/ November 21, 2017**

Present: Sandy May, Jane Low, Jo-Anne Wisnioski, Amy Moody & Dawn Thibault

Absent: Melanie Cote

The Meeting was called to order by Jane at 6:35pm

The minutes from the October 2017 meeting were read aloud and approved.

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

Dawn reported monthly usage numbers for the month of October:

Total patrons: 207; Books checked out: 188 ; Audio: 1; Inter-Library Loan: 6;

6 New Patron Cards; and 10 patrons using the computer.

2 Passes (Shelburne Museum)

**Programs:** Saturday, 10/28 A Halloween story Hour was held and was attended by one adult and one child .

11/3 - Book Making was not attended by any patrons

Friday 11/17 -Story Hour also was not attended by any patrons.

The Board and Dawn discussed programming. Dawn felt that the community members respond to posts but it doesn't translate into patrons attending the programming.

Dawn Offered the following ideas for future programs:

- *Tech Services for "Older" community members*

- *"Repair Café"*

- *Helena and a wildlife presentation*

-*Game Night (Katie)*

-*Knit and Crochet Night (Katie)*

-*"Arm Chair Traveler"- Jane*

The board asked Dawn to prepare a short survey focused on programming. Dawn, Deb and Katie will survey patrons coming into the library Dec 1 thru Jan 30 so we can better determine what may interest our patrons. It was suggested that a survey of patrons using the library currently will give us better results than an online survey.

Dawn noted that Deb is offering drop-in crafts the first and second Saturdays in December which will include bookmark & bracelet making and perhaps an ornament or pop-up.

Dawn also commented that Fridays have been very quiet. The board discussed the library hours? Are there minimum requirements for Vermont Libraries? Amy asked if our librarians could check other Libraries (of similar size) for hours.

**Old Business:**

\$300 was the quote to remove the fir tree in front of library. Due to wind storm, the board anticipates that this project may not happen until Spring '18.

Jo-Anne had spoken with Roger Parker and he said that he would repair the asphalt on the walkway. The board would like to see this project completed before the weather.

The board postponed working on the Mission Statement as Melanie was absent. The board members agreed that they preferred a concise and cohesive statement and liked when it is kept to one sentence. The statement will be discussed at the December meeting.

**New Business:**

The Board would like each of the librarians to complete a self -evaluation prior to the December meeting. Amy to follow-up with Deb and ask her to share the form with Katie and Dawn.

**Treasurer's Report:**

Bill recently closed the money market account and put it into a CD. It wasn't the boards' intention to leave the CD open, but agreed it was okay.

The board asked that the librarians turn in time sheets on the days requested by Bill Joos (twice per month) as this has been a frustration in the past. Both timeliness and accuracy are appreciated as he is preparing payroll and checks for all Monkton Town Employees.

(Treasurer's report will be sent to members separate from minutes).

Meeting was adjourned at 8:00pm and the next meeting is scheduled for December 19, 2017.

\* Minutes submitted by Amy