

RUSSELL MEMORIAL LIBRARY TRUSTEES MEETING Minutes

December 19, 2017

Present: Melanie Cote, Sandy May, Jo-Anne Wisniowski, Jane Low, Amy Moody, Katie Cyr

The meeting was called to order by Jane Lowe at 6:40 p.m.

The minutes from the November 2017 meeting were read aloud by Amy. They were approved by the board.

Librarian's Report

December Monthly library usage

Usage numbers: Total patrons: 102 ; books checked out: 133; 3 new cards; 2 computer/wifi; 1 Passes; ILL 4;

Pop Up Craft Numbers: Beading: 2 adults & 4 children – Card Making: 1 adult and 2 children

Conscience Jar - The board listened to Melanie's concerns regarding the message that the jar sent to patrons. The decision was made to put the Conscience Jar in a drawer where it is out of sight, but can still be easily accessed for a patron who wants to make a donation.

Survey - Katie showed us the results of the survey online. Katie will post the survey to the library page (done 12/16/17) and will post on the Library FB page (Melanie tried to post the survey 1/15 to FB). Katie gave out prompts for her book reviews. She'll email the templates to the board.

On August 1, **Clover** was launched by the Dept of Libraries. It's an ILL program for public schools and public libraries. They are tracking the ILL numbers. It's been about 3-4 ILL items a month @ \$3/item. Patrons are called or emailed based on their preference when their book is in. ILL takes about 3-5 days. You can search Clover on Dept of Libraries and find the same information.

World Cat - worldwidelibrary catalog - shows libraries near you that have this item. Katie will put this link on our library webpage.

RML can now issue a homcard!

All of this above information plus all the other online services (Listen Up, VT Online Library, etc) would be a great Tech Talk for the library to present to adults...hint, hint...Katie.

Library Blog Subscribers - There are 9 subscribers - 3 via email and 6 via the blog system. This would be a place to bump up who follows us.

Library FB "Friends" – 152 followers

Budget

Fiscal year 2017 in Monkton we were at \$10.25 per capita -population as of 2016 - 2,083

Westford - \$29.87- pop \$2, 077

Grand Isle - \$16.56 - \$2,046 pop

Guilford - 19.03 - pop 2,107

Discussed what is over budget vs under budget for this year thus far.

Reviewed, discussed and edited each line item of the budget.

Roof, computer, tree removal, ILL are budgeted for as new items otherwise it's level funded.

Staff Evaluations

Discussed pay rates for 2018.

Other Business

Next meeting: January 16th, 2017 at 6:30 p.m.

Retreat Date:

mission & vision - goals - long range planning

Have a year mapped out of which programs will be given each month.

Future To Do List

To do in the spring - put internet cables in a metal pipe so they're not weedwhacked.

Build a leaf for the meeting table at the library. Melanie may know someone who can do this.

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Melanie Cote