

August 12, 2019

Carrie Cooker, Eve Ermer, Anne Linehan, Fern Strong, Sarah Tischer Scully, Jean Wolfe, Ben Wolfe, Mariah Lawrence

Community Input

People are filling out the library survey, with more than 30 responses received so far.

Secretary's Report

Minutes from July 8, 2019 were approved.

Treasurer's Report

Eve and the Town Treasurer have met to reconcile Library account and Town Treasurer has made some corrections.

Currently \$1,945.27 are in the Library fund, not including Payroll which is accounted for separately. The library has a rollover surplus of approximately \$6,000 for payroll.

Warrant from June 2019 includes a charge from VINS for a 2018 summer program which was paid twice by mistake. Eve is following up with VINS to get a refund of the duplicate payment.

We reviewed and signed time sheets and the warrant for June.

Executive Session declared at 7:27 pm to discuss staff payroll; regular session resumed at 7:47 pm

- Town Treasurer suggested we develop a policy about how raises are assessed and given.
- Eve will confirm payroll details with Town Treasurer and we will vote on raises and/or more hours for outreach program(s) at the next meeting.

Librarian's Report

Mariah has been helping out and cleaning out the library attic space.

More children involved in the summer reading program and story hour programming with Jools.

The library temporary turtle is going back to school. "Iona" has been a big hit!

Jean and Ben went to a workshop on succession planning and Jean is getting help from the Dept. of VT Libraries on developing job descriptions in conjunction with this.

The library has been receiving high quality book donations lately, many of which are going into the permanent collections. Carrie has been helping with book mending.

More patrons are using the downloadable audiobooks and e-books.

Ben has been developing another young writers group for younger children.

Old Business

Library Trustee Notebook

This document should contain the following elements:

- 5-year plan (needs updating)
- Trustee Bylaws
- Job Descriptions (need to be written)
- List of Trustees
- Budget
- Library Policies (have some, may need to formalize / document others)

We decided to schedule a special meeting to develop a strategic plan or revised 5-year plan. The meeting will be public and held at the library on Sunday, September 22, 2019 from 12:00 - 2:00 pm.

Mowing contract - not discussed.

New Business

Survey results to date - Eve had these on hand but we ran out of time to discuss. Eve did pass along the the names of people who had expressed interest in volunteering to Jean.

Mariah Lawrence introduced the idea along with Jean Wolfe for a possible outreach program to the preschool - Orange County Parent/Child Center, with the object to have more families coming to the library on a regular basis. Jean and Mariah suggested that books could be checked out to the Center around organized themes. Mariah suggested targeting the 2-3 and 3-4 year age groups, and suggested starting with an additional 4 hours of time per month, or two sessions per month. Mariah investigate possible grant funding or community funding.

We also suggested that Friends of the Tunbridge Library might be able to fund a "traveling library" of materials to support the program.

Mariah will contact the new Orange County Parent/Child Center Director and follow up with a conversation, and also speak with Elaine Howe, School Librarian, to find out what activities she's doing with the Center so they can coordinate or compliment programs.

Ben mentioned that some of the challenge to getting people to come in to the Library is whether or not they already know someone and might feel more comfortable coming in because of that personal connection.

Action Items

Eve will follow up with the town treasurer on outstanding items and staff payroll (hours and rates).

All - please be thinking of ideas for strategic planning meeting / next 5 years of TPL.

Next regular meeting date: September 9, 2019, 7:00 pm

Planning meeting: Sunday, September 22, 2019 12:00 - 2:00 pm