

Minutes of Quechee Library Trustees' Meeting

Jan. 11, 2016

Attending: Brian Chaboyer (secretary), Bill Eastwood (Treasurer), Kathleen Hickey, Dave Izzo (President), Katie McCarthy, Kate Schaal (Library Director), Merrilyn Tatarczuch-Koff (Vice-president)

Absent: Jim Schmidt

Bill Eastwood's written treasurer's report was read and discussed. Everything is in order. Some of our income items, such as grants, book sale and contributions are running a bit below expectations. The treasurer's report was accepted.

Minutes from the Dec 11, 2016 meeting were approved.

Kate Schaal presented her written report. The report was accepted, with a discussion of a number of issues:

1. Due to the fee charged by the town Parks & Recreation department, we will not be using a park for the winter camping demonstration. It will be held at the Wilder Clubhouse (weather permitting).
2. Circulation statistics were discussed. Desktop computer usage is tracked by asking users to sign a log book at the front of the desk. However, it appears that many people are not using the log book, as only 40 users signed in last month and most days several people are observed to have used the computers. It is not clear if there is a better method of tracking the computer usage. E-readers are being used more, and our adult fiction circulation is down compared to the previous year.
3. Kate was approached by a Quechee resident, who wanted to host a silent auction, fashion show, etc. at Marshland Farms on April 17, as a fundraiser for the library. However, the person needed some upfront funds from the library, and requested that the library provide volunteers for the event. Given that the Friends of the library hold various fundraisers it was felt that this additional fundraiser would be too much for the community and it was decided that the library would decline to support this request.
4. In the the recent Valley News article, many of the candidates for the town select board stated that they were not familiar with library issues in the town. Kate and the library trustees were encouraged to contact the candidates to explain to them how the town library system operates.
5. The board approved a \$500 contribution toward a computer for the director's library work from home. Kathy noted how much work is done off hours.

Bill presented the draft investment policy for discussion. It was modeled after investment policies used by libraries with larger endowments. It was decided that we do not need an investment subcommittee, but that the treasurer will discuss investment decisions with the

full board. Bill will present modify the draft policy accordingly, and it will be discussed at the next meeting.

Congratulations to Katie, who is now a permanent staff member at the Department of Education, and to Kathy, who is now a QLLA board member.

The next meeting is scheduled for March 14 at 5:00pm.

Meeting adjourned at 6:10 pm.

DRAFT