

Minutes of Quechee Library Trustees' Meeting

Nov 10, 2014

Attending: Brian Chaboyer (secretary), Bill Eastwood (Treasurer), Kate Schaal (Library Director), Jim Schmidt, Merrilyn Tatarczuch-Koff (acting chair)

Absent: Kathleen Hickey, Dave Izzo, Katie McCarthy

Minutes of the Oct. 13, 2014 meeting were approved.

Bill Eastwood presented his written treasurer's report. Everything is in order, with income and expenses pretty much in agreement with budget projections. As the year progresses, we will have to pay careful attention to our budget, as we do not have the cushion in our cash reserves which we had in previous years. Lucy is continuing to work a few hours per week remotely, and will not be replaced with a new part time staff person at this time, which will help with the budget. We should review the staffing situation in a few months.

The contract with W. Hartford for library services has been completed, and the income from the contract now appears under Miscellaneous Incomes. The fall book sale made \$2218 this year, more than double the money raised last year (\$1064). We just received \$7500 from the town for WRJ services. This will appear as a subcategory under town appropriations in the next treasurer's report. The report was accepted.

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

1. Patrons who request a One Card receive a sticker on their current library card and the database is updated to allow them to borrow from any of the nine VOKAL libraries in the Upper Valley. The One Card is only available to adults.
2. The circulation stats are looking very good this year, and particularly for the last few months.
3. Our budget request to the town is scheduled to be discussed at the Dec. 16 select board meeting. It is important for at least two trustees to attend this meeting. Kate will send an e-mail to notify the trustees of the time of the meeting, or if the date is changed.
4. The appeal letter will go to the printer at the end of the week and will hopefully be mailed by the end of the month. Trustees will proofread the letter and send their comments to Kate in the next few days.
5. For-profit groups/companies will be charged a fee to rent a room at the library. Marieke and Kate will track the requests for meeting rooms.
6. Sales of the raffle tickets for the Quechee prints have been slow; volunteers, staff and trustees will continue their efforts to publicize the raffle.

Old Business:

- The DVD of the Vermont film *Northern Borders* is available, and the library has purchased a copy for the collection. As a result, the library will not have a public viewing of the film.
- No significant progress has been made on the drainage issue on the west (Willard Road) side of the building. There are no obvious solutions, but this is something which requires further attention before the spring thaw.
- Brian will look into applying for a building permit for a shed on the west side of the building. This will likely require a zoning variance, as there is a 20 foot setback for commercial buildings from roads, and the shed would be about one foot too close to Willard Road

The next meeting is tentatively scheduled for Dec. 8 at 5:00pm.

Meeting adjourned at 5:59pm.

DRAFT