

# Minutes of Quechee Library Trustees' Meeting

December 9, 2019

DRAFT

Attending: Bill Eastwood (Treasurer), Dave Izzo (Chair), Kate Schaal (Director), Tommy Bauch (Trustee), Katie McCarthy (Trustee), Jim Schmidt (Trustee)

Absent: Brian Chaboyer (secretary), Merrilyn Tatarczuch-Koff (Vice-Chair)

Bill Eastwood's written treasurer's report was read and discussed. Incoming was running ahead of budget at time of meeting. The six month CD matured and was reinvested for another six months. The Fall book sale exceeded expectations and brought in \$1,600. Recently there were several one-time expenditures: graphic novel shelves, copier, annual appeal mailing, new computer/monitor. The Friends are maintaining the tradition of controlling the copy machine revenue and paying service contract. Town appropriation not expected until March 2020 keeping in line with the trend of the last few years. Bill observed that budgets were looking good so far.

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

1. Vermont Trivia night was a success.
2. Circ desk computer and monitor have been replaced. Donated iMac is up and running as new catalogue computer.
3. Staff has moved to a file stream for saving most documents
4. Kate's trip to the directors meeting was worthwhile for a Dept. of Libraries update.
5. Jameson Davis (Selectboard) reached out to us about hosting the Visible in Vermont photo exhibit (with discussion) this January. Also expecting a series of related programs for Vermont Reads 2020, The Hate U Give
6. Circulation stats are up 3% for October and November year-over-year
7. Discussion involving non-traditional item loans
8. Dave, Bill, and Kate to have meeting 12/11/2019 w/ accountant to discuss review of books prior to the treasurer's duties being transferred to Dave from Bill
9. Ornament workshops at QPL and WC were well attended and lots of fun

Motion to approve director's report was unanimous.

Old Business: tabled a discussion regarding vacation until more of the board was present. The elevator inspector noted that there was an issue with the latch on the top door. The Library will be closed on Christmas Day and close early on Christmas Eve; New Year's Eve close early, New Year's Day closed

Meeting was adjourned at 6:13PM.

Next meeting of the board is scheduled for January 13th, 2020 at 5:00PM.