

Davies Memorial Library Board of Trustees

April 17, 2019

Present: Laura Abrahamsen, Kandis Barrett, Caroline d'Anjou, Joe Healy, Mary Jo O'Neill, Tim Yarrow.

Kim Willey, Bookkeeper and Karen Koepl, member of the public, were also present.

Excused: Nicole Begin, Colleen Kozlowski

The meeting was called to order at 6:37 pm.

There were no additions or changes to the agenda.

Karen Koepl volunteered for the Book Sale and complimented Laura on cataloguing the collection.

In discussion of the Director's Report, new hours for the programmable lock were established as

9:00-7:00 M-F and 9:00-1:00 on Saturday. After-hours building use will be accessed by code. Open hours extend slightly beyond current hours accessible through the downstairs lobby, but weekend hours are limited because the other offices are not occupied.

Book boxes come out of the basement on Saturday, April 20 at 9:00 am in preparation for the book sale.

Loaner tables must be at the Davies no later than Thursday morning, April 25 for set-up.

Kim Willey gave the Financial Report, which she will do 3-4 times per year.

Account balances at the end of March: 8898.16 in checking; 9126.73 in savings. As of 4/12, there was approximately \$55,800 in the investment account. It has returned an annual average of 4.9% since inception. Laura suggested taking an annual draw (perhaps 3%) from that for capital improvements. We need two board members to be signatories on that account as well as the regular checking and savings accounts—all at Passumpsic Savings Bank. Kim suggested putting the annual draw from the investment account into a separate savings account and moving money into checking as needed for capital improvements. Consensus was that this was a good way to account for the funds.

Under Old Business, the Waterford Block party was discussed. The Selectboard approved the permit.

We have Mo's Backyard BBQ as the food truck, and beer service from Catamount Arts. Specific vendor to be determined. Estimated crowd (for beer quantity) 120 people, but we hope to run out. Joe agreed to put together promotional material that could be used online and as a printed flyer. Parking will be at the dump. Mary Jo is checking on the cost of tent rental, or we may use/borrow a number of shelters. The event is rain or shine, \$5 per person admission benefits the library; food and beverage is cash. Joe is contacting musical entertainment—live and DJ. Maybe next year, we'll have a bigger "name" band and charge a higher entrance fee.

New lock to be installed April 20.

Please promote the Book Sale on April 27 from 9:00-1:00 and bring your loaner tables no later than Thursday April 25, 9:00 am.

Further discussion of the draft By-Laws ensued. David Morrison has suggested Chair and Vice-Chair rather than Co-Chairs as terminology. The Board agrees. He also suggested outlining voting procedure, including the possibility of a written ballot, which will be included. The board agreed on specific language for establishing quorum, and to eliminate the need to go to the selectboard to appoint board members to fill unexpired terms. All proposed changes will be available to read in hard copy at the library and online. The adoption vote is scheduled for the May meeting. Laura will share the draft with the Selectboard to make sure the changes agree with the town procedures.

The service proposal from MIS Consulting will be discussed with Andy Mosedale during Book Sale set-up. The key question is how is this different from what he did just over a year ago. Laura will remind him to come to the library either Thursday or Friday.

Under New Business, Joe Healy suggested that we ought to undertake a history of the Davies Memorial Library in collaboration with the Waterford Historical Society. It could be a Capstone project for an Academy student.

The next Board meeting will be Tuesday, May 7 at 6:30 pm, in preparation for the Block Party.

The meeting was adjourned at 7:55 pm.

Minutes taken by Kandis Barrett and transcribed by Laura Abrahamsen