

Pope Memorial Library Board of Trustees

Draft Minutes of 11/12/18 Board Meeting

There being a quorum present, meeting was called to order at 6.24pm

Members Present: Gary, Martin, Clayton, Erin, Nick, Tony

Others Present: Dee

Gary motions to correct Meeting Agenda to indicate that Item # 8, Status of 2018 Budget, be amended to read Item # 8, Status of 2019 Budget, as that is correct. Martin 2nd, all agree. Motion carries. (this happened during the bookkeeper's report)

Regarding minutes,

September minutes are as yet accepted, must again be deferred in their absence. September's draft minutes will be table until our next meeting.

October minutes - Martin moves to approve the minutes as written, Erin seconds, board approves unanimously.

Bookkeepers' Report

As Diane Simons was not present, but did send in her report, discussion was as follows.

Notably, the town paid the earlier approved \$28000 in funding.

We currently have budgeted 82925 for income, and have currently 82819.

Office expenses are down for the year. Budget was 10950, only used 7029.

More expenses are coming with year end, to include printing costs, and some new equipment. Having our cleaner budgeted correctly as a payrolled employee (both the prior and the current) increases our payroll expenses by our share of his payroll taxes.

Gary is waiting to hear from Diane on specifics for putting together the 2019 budget, and asks that once it is received, that it is carefully reviewed prior to any meetings, and that any discussion or questions of it be begun in email prior to the meeting. Neither his meeting with Diane or the budget meeting are yet set, but he hopes to have this be a completed item on the next board meeting in December.

Director's Report

Appeal Letter - when will we get them? Discussion open. Can the current appeal letter be formatted onto letterhead and printed as such? We may not have enough printed letterhead otherwise. Only 1000 sheets on hand, not enough to also do thank yous.

The Community Center is nearly empty of outside items. Many of the library's possessions (notably staging, tables and chairs) must be moved in place to accommodate the construction beginning. Gary and Clayton to formulate a plan of action on that.

Office equipment: The old copy machine used by the public has stopped working. It was a 13 year old item. Likely obsolete. Board recommends the purchase of a new copier to replace it, noting the budget line item office equipment acquisitions having money available.

New Flag is needed, as the one currently flying is tattered again.

Letter addressed to Judi from Jane Kitchel was opened at the meeting, with Judi's permission. It was a copy of a letter to the Danville select board from Guil Kitchel indicating his imminent retirement from his appointment by the Town's Select Board as a member of the Pope Library's Board of the Trustees. The Pope's board of trustees will await the town's designation of a new representative of town interest.

Committee Reports: Martin Bertolini

Building Committee

Permitting issue with regard to the fire marshall, Stan Baranowski. The building needs a hard wired fire panel. This will raise costs, but not significantly. A meeting is scheduled between the fire marshall and the architect (no Martin) to discuss and finalize this matter.

No firm start date currently. No other objections noted to the plans by anyone yet.

Another meeting must be scheduled with Passumpsic Bank, however, regarding wiring. Martin needs to meet with the contractor for our job and with the facilities manager for Passumpsic. He is anticipating that that meeting will occur in the week of November 11. He is still hopeful that the overall construction project can begin by December 1.

Preservation Trust

Martin and our architect met with 3 women named Lisa, Sally and Susanna regarding the 50000 grant that we have previously applied and been approved for. The tone of this meeting differed from what had been previously put in writing. In this meeting the ladies made clear that the money was only to be used for the windows and only the windows that were to be installed by Susanna, who was unavailable to install windows until 2019. Martin's desire to use the money in other ways as described by the original allowed grant approval was met with disapproval. Preservation Trust is a private entity and their telling us how to use this money means that this money is likely tied up for a time, despite our prior approval. Use of this money is to be tabled for the current time. We won't let it hold up the project.

Spirits of Vermont

Liz was not present at the meeting, so this was largely left tabled. The date of July 7, 2019 was to be called in as a reservation date for the venue. No vote required for this action.

Christmas Tree on The Green - Erin

Erin wanted to put a Christmas tree on the green, but realized that putting in on the green would require permitting and the select board, so had further decided that she would like to put a tree in the library yard and decorate it. A giant tree.

Discussion regarding logistics and timing made this seem like an idea that needed a committee. Erin was named head of the tree committee and would seek Liz as an additional member.

Other discussion revolved around lesser decorating ideas, such as decorating and lighting the trees that line our yard now.

Annual Appeal

Minor changes only to the final draft of the letter and a plan was put in place to deliver the letter to the printer tomorrow morning, along with the letterhead we have, in case the formatting was an issue to printing. Delivery by Nick. This should be ready Thursday night and as Nick is out of town, Dee will pick the finished product up Friday at Silver Mountain.

A date and time of Sunday, November 18 at 10am was set for all available to stuff envelopes. All hands on deck for that.

Holiday on the Green

Date set, December 13

Volunteer calls for food and such.

Food vendor needed. Dee to get in touch with Paula Bystricki

We need a cake. Considering to ask Jane Kitchel, but since the cake is for Guil's retirement from the board, it may make more sense to ask Bentley's to make a cake and purchase it.

Tony moves to adjourn the meeting at 7.35

Gary Seconds

all agree. Meeting adjourned at 7.35

In the immediate aftermath of the meeting, with all still present, discussion of an item from the bookkeeper's report was brought up regarding calling an electrician to install heat tape over the door so that the new copper gutter doesn't get overloaded and fail. Dee indicated that other electrical work as also needed and she would make a call.

-minutes by clayton on 11/12