Agendas and Minutes for Cavendish Fletcher Community Library Board Meetings:

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

 **Minutes for the September, 5 2018 Meeting**

 Present: Bob, John, Gloria, Sandra, Peggy, Julia, Janelle, Kata

Called to order 5:14

Approval of minutes of July 11 meeting: Julia motioned to approve the minutes, Bob seconded and they were approved.

**Treasures Report:**

1.    Finances to date- Our finances are strong, but there are going to be extra expenses this fiscal year for which we did not budget: The lights need to be replaced, the new website is going to cost extra and as we weren’t billed for insurance last year, we are going to have to pay double this year. The report was accepted as read.

**Librarians Report:**

1.  Summer Reading Program update – Kata is waiting on getting the final numbers as kids come in. It was successful.

2.  Pop up library and fall events- The pop-up library is more of a marketing tool then a book mobile type event and will be done at community events and from time to time during the summer.

 Pop up 9/8 at Honey Festival- Kata will be there giving away freebies and talking up the library with Ted.

 10/20 Paint and Munch- $35 price point was a good number. This will be at 6:00 and will feature harvest theme painting and food.

3. Fall/Winter book fair The week of 12/10- 12/15 Theme is Polar Express.

4. New website, new user interface The new website is up and pretty accurate. The new interface for Destiny is live on the patron use iPad. Kata had to switch out the earlier iPad with the newer patron one as the older one could not run the new “Destiny Discover”.

 **Discussion with public** - (only if any in attendance)

**Old Business:**  Sign and Landscaping- Now that it is cooling down, the new landscaping should be done soon.

**New Business:**  Gloria is donating a double bed sized crazy quilt for a raffle to start soon. Kata is going to pick up the quilt next week and start selling tickets in October.

Kata asked about T-shirts, etc for volunteers at library events. There was a brief discussion. Julia is going to work on a logo for the library, and Janelle will put the logo on shirts with her embroidery machine. The logo is going to be based on the banner.

**Any other business to come before the Board: None**

 **Executive Session:** **None needed**

**Adjournment**

**Next meeting: November 7, 2018  5:15**

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

 **Agenda for September, 5 2018 Meeting**

Approval of minutes of July 11 meeting

**Treasures Report:**

1.    Finances to date

**Librarians Report:**

1.  Summer Reading Program update

2.  Pop up library and fall events

3. Fall/Winter book fair

4. New website, new user interface

 **Discussion with public** - (only if any in attendance)

**Old Business:**  Sign and Landscaping-

**New Business:**

**Any other business to come before the Board**

 **Executive Session:** **Only if needed**

**Adjournment**

**Next meeting: November 7, 2018  5:15**

CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING

 Minutes for July 11, 2018 Meeting

Present: Bob, Sandra, John, Janelle, Peggy, Carolyn and Julia

 Call to order: 5:20

Approval of minutes of April 24 meeting: Minutes were approved Treasures Report:

1. Finances to date: We came in about $4,500 under budget for the year. Our accounts look good. Bob asked about whether or not the library qualifies for Amazon Smile. Kata looked into this and we have to file some paperwork with the IRS to make this happen. The board discussed purchasing a love seat to replace the old chair at the entrance in honor of Gloria. Julia is going to look into the purchase. The board approved up to $800 for the purchase. The treasurer’s report was accepted.

Librarians Report:

1. Summer Reading Program update- Good attendance and fair sign ups. Story hour is going well and so are the weekly events. The movie afternoons have not been attended.
2. Pop up library and fall events- the Pop up library has happened once. Kata wants to have the library attend town events and do give aways. She purchased an outdoor banner for the pop up library and will continue the weekly pop ups through the summer.

 Paint and munch- in October

1. Fall/Winter book fair- The last full week of school before December vacation. The theme will be Polar Express and Michael will dress up as Santa.
2. Website issues- The library website has been down for a few weeks due to a change in the Google Sites software. Kata is going to work with Computers by Ken to redo the website. She is working with Christina. A temporary website is up.

The librarian’s report was accepted.

 Discussion with public - (only if any in attendance)

Old Business: Sign and Landscaping- The new marquee is up. When the weather cools we will landscape the sign. Janelle reported on some solar lights to brighten it. First the board needs to talk to the school about trimming back the tree. Julia suggested a vocab word of the week once on the marquee after the summer reading program is done.

New Business: The new library hours will be Tuesday-Friday 9:00-6:30 and Saturday 12:00-4:00 starting after Labor Day. The board discussed keeping those hours year around. Donna and Kata are working on that.

Any other business to come before the Board The library board voted to sponsor three flags from Cavendish Street Scapes in front of the library in honor of Joyce Tiemann, Gloria Leven, and Margaret Parke for a total donation of $105.

 Executive Session: None needed

Adjournment 6:23

Next meeting: Sept 5, 2018 5:15

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

 **Agenda for July 11, 2018 Meeting**

Approval of minutes of April 24 meeting

**Treasures Report:**

1.    Finances to date

**Librarians Report:**

1.  Summer Reading Program update

2.  Pop up library and fall events

 Paint and munch

3. Fall/Winter book fair

 **Discussion with public** - (only if any in attendance)

**Old Business:**  Sign and Landscaping-

**New Business:**  Change in library hours/ library security

**Any other business to come before the Board**

 **Executive Session:** **Only if needed**

**Adjournment**

**Next meeting: Sept 5, 2018  5:15**

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

**Minutes for April 25, 2018 Meeting**

Present: Carolyn, Bob, John, Gloria, Peggy, Sandra, Kata and Janelle

Call to order: 5:15

Approval of minutes of March 21 meeting: Bob moved to approve the minutes, GLoria seconded the motion. All were in favor.

**Treasurer’s Report:**

1. Finances to date: Sandra went over the budget and expenditures. We are under budget for the year so far. Sandra discussed the volatility of the stock market, and recommended the board be aware of this while considering large expenditures. Bob moved to accept the treasurer’s report. Carolyn seconded.

**Librarians Report:**

1. Spring programming went very well.

2. Summer Reading Program- Paws to Read Dogs vs. Cats. Sign ups for this will start in early June. Gloria mentioned having a therapy dog in as part of the programming. Kata will look into this.

3. Library Entrance- this was repaired earlier this month.

4. Coverage for Kata’s absence. Donna and Amber will cover the library. Kata will be available for communication as much as possible.

5. Tapestry plaque and presentation. The board feels that having a plaque listing the contributors to the project may be problematic as there are so many names. It may be hard to fit them all on a plaque and people who are missing may be upset at their exclusion. The board will talk about it to Wendy. The board agreed to present the plaque at the celebration of Richard Svec’s life on 6/16, and perhaps ask all of those who worked on the tapestry to rise and be acknowledged.

6. Desktop computer issues. The desktop computer has been having issues with installing updates. It is currently at Computers by Ken in Springfield. The board voted to spend not more than $250-$300 on repairing the computers, and if necessary, spend up to $1000 on replacing it. Note: Kata called Ken this morning. He is going to try to wipe and reinstall the operating system. His feeling is that if the install goes well and the motherboard is OK that we can get several years from the computer especially if we upgrade to a solid state hard drive. I asked him to check with me once the update does or doesn’t work, but thought if it were within the amount the board approved, we should get a new hard drive.

Bob moved to allocate the funds for repairing the computer. Gloria seconded. All were in favor.

**Discussion with public** - none

**Old Business:** Sign and Landscaping- Bob is going to pull out the existing greenery this week and contact the solar store about lights for the sign. Kata is going to do some measurements and figure out dimensions of the marquee for under the sign.

**New Business:** none

**Any other business to come before the Board** none

**Executive Session:** **None needed**

**Adjournment** 6:00

**Next meeting: July 11, 2018 5:15** (We are closed the preceding Wednesday for July 4th.)

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

**Agenda for April 25, 2018 Meeting**

Approval of minutes of March 21 meeting

**Treasures Report:**

1. Finances to date

**Librarians Report:**

1. Spring programming went very well.

2. Summer Reading Program- Paws to Read Dogs vs. Cats

3. Library Entrance

4. Coverage for Kata’s absence.

5. Tapestry plaque and presentation

**Discussion with public** - (only if any in attendance)

**Old Business:** Sign and Landscaping- Put off until spring finally arrives?

**New Business:**

**Any other business to come before the Board**

**Executive Session:** **Only if needed**

**Adjournment**

**Next meeting: July 11, 2018 5:15** (We are closed the preceding Wednesday for July 4th.)

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

**Minutes for March 21, 2018 Meeting**

**Call to order 5:15**

Present: Bob, John, Sandra, Julia, Janelle, Kata

**Election of officers for 2018.**

Julia moved to re-elect the current slate of officers, John seconded the motion. All were in favor

Peggy was re-elected as a director. Bob moved and Julia seconded. All were in favor.

**Approval of minutes of January 10 meeting** Julia moved and Janelle seconded, all were in favor.

**Treasures Report:**

1. Finances to date- Sandra reported that we were at 69% of the budget which means we are in good shape. She went through the funds which are also doing well. Julia moved to accept Sandra’s report, Janelle seconded.

**Librarians Report:**

**Repairs to the entrance-** Schedule to be fixed on 3/22. We requested a flood light. Bob will ask George about it.

1. **Upcoming Spring programming**

Dinner and A Movie- Murder on the Orient Express 3/11- went well

Paint and Sip 3/24- We had 16 reservations and prepared for 20 people.

Literacy Event 4/7- We are planning 4-5 workshops. Beth is doing literacy activities and a book giveaway, Janelle is doing a book making activity, Donna is doing books to food, Gloria will be reading to the younger kids, there will be a STEM activity for the older students in the library. The animal show from Wildlife Encounters will be at 3:00, followed by a Girl Scout Lock In.

Author Visit 4/11- This is part of the CLIF grant. John Churchman will be here with his sheep dog and read from his book ‘Sweet Pea and Friends’. There will be book giveaways for all kids.

Presentation of Tapestry in May date TBD

2. Grant and donation updates: Trustees of Public Funds, Mini Grant from CLIF, Everyday diversity

3. Summer Reading Program- New theme- Paws to Read Dogs vs. Cats. Since this is different than the CSLP Donna and Kata are working on it getting it ready.

4. Scanning of documents, and other projects- Kata will use grant money to purchase a desk top scanner.

5. New programming- With Donna here more hours, we are going to change up our programming for the next year and offer discrete days for different grade levels.

**Discussion with public** - (only if any in attendance) None.

**Old Business:** Sign and Landscaping- Put off until Spring.

**New Business:**

**Any other business to come before the Board**

**Executive Session:** **The board went into executive session at 5:56 and went out at 6:11.**

**Adjournment** 6:14.

**Next meeting: May 2, 2018 5:15** Note Changed to 4/25 due to Kata’s sick leave.

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

**Agenda for March 21, 2018 Meeting**

Election of officers for 2018.

Re-election of Peggy as Director

Approval of minutes of January 10 meeting

**Treasures Report:**

1. Finances to date

**Librarians Report:**

1. Upcoming Spring programming

Dinner and A Movie- Murder on the Orient Express 3/11

Paint and Sip 3/24

Literacy Event 4/7

Author Visit 4/11

Presentation of Tapestry in May date TBD

2. Grant and donation updates: Trustees of Public Funds, Mini Grant from CLIF, Everyday diversity

3. Summer Reading Program- New theme- Paws to Read Dogs vs. Cats

4. Scanning of documents, and other projects

5. New programming

**Discussion with public** - (only if any in attendance)

**Old Business:** Sign and Landscaping- Put off until Spring.

**New Business:**

**Any other business to come before the Board**

**Executive Session:** **Only if needed**

**Adjournment**

**Next meeting: May 2, 2018 5:15**

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

**Minutes for January 10, 2018 Meeting**

Call to order at 5:20.

Present: Bob Evens, Gloria Leven, John White, Peggy Svec, Janelle Wilfong, Kata Welch

Approval of minutes of November 1 meeting

**Finances to date:** (Kata gave this report on Sandra’s behalf) We are at 46% of the budget. The Trust Company of Vermont account is doing well and our income reasonably steady. The report was accepted

**Librarians Report:**

Kata went over the upcoming library events. Rather than a “Paint and Sip”, we are going to have a “Paint and Munch” fundraiser in March as dealing with alcohol, even BYOB, would have too many repercussions. The final date of the fundraiser will be determined soon.

Kata went over the 2018-2019 budget draft explaining any changes over the previous year.

Kata explained and demonstrated the new Libby app, and expressed hope that it will augment the library’s existing audience.

Susan McNeeley, a community member is going to be managing the publicity for upcoming events and our Facebook account and for that the library thanks her.

**Discussion with public** - (only if any in attendance)

**Old Business:** Sign and Landscaping- Put off until spring.

**New Business:** Julia suggested that the library fill a community need by offering interview and presentation support for high school students starting next year. Julia and Janelle will be working on this.

The library board voted to increase Donna Bushey’s hours to average 35 a week to increase library hours and support project completion. Kata will adjust the budget to reflect the changes.

**Any other business to come before the Board**

**Executive Session:** **The library went into executive session at 5:50 and came out at 6:07**

**Adjournment: 6:15**

**Next meeting: March 7, 2018 5:15**

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

**Agenda for January 10, 2018 Meeting**

Approval of minutes of November 1 meeting

**Treasures Report:**

1. Finances to date

**Librarians Report:**

1. Upcoming winter programming

Dinner and A Movie- Dunkirk 1/28 1PM

Dinner and A Movie TBA 2/25 1 PM

Paint and sip?

2. Budget Draft

3. Makerspace

4 Libby Kick off

5. Susan McNeeley

**Discussion with public** - (only if any in attendance)

**Old Business:** Sign and Landscaping- Put off until Spring.

**New Business:**

**Any other business to come before the Board**

**Executive Session:** **Only if needed**

**Adjournment**

**Next meeting: March 7, 2018 5:15**

CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING

Minutes for November 1, 2017

Present: Bob, Carolyn, Gloria, John, Sandra, Janelle, Peggy and Kata

Call to order: 5:15

Minutes of Sept 6, 2017 meeting were approved.

Treasures Report:

1 We are at about 50% of the budget. And running a little high. We are going to pull the magazine rack purchase from the budget. And we know that we have grants and gifts funds that we can access. The account is looking good.

The treasurer’s report was accepted.

Librarians Report:

1. The CLIF kick off will be on 11/20 with an event for homeschoolers and preschoolers at 11:00 and 1:00 for CTES students.

2. The Book fair will run from 11/13-11/18. It has a western theme. Not sure if we are going to make our financial goal, but we want to be sure that the kids have fun.

3 We are teaming with The Book Nook for Archer Mayor event on December 2. I met with Scott and this is the breakdown of marketing and our responsibilities: We are to put it on the Cavendish Front Porch Forum, the school marquee, the town website, the library FB page, the Cavendish Corner and put up flyers. He is doing a press release and marketing it in Ludlow and through their Front Porch Forum. We are providing snacks and drinks and the venue.

4. We are planning winter programming: Mindfulness, Bullet Journaling, Dinner and a Movie planned for the early winter. Dates TBA, but should be coming out in separate cover soon.

5. Kata discussed a makerspace and a open house for same. Date to be determined. I need to check the school calendar.

Discussion with public - (only if any in attendance)-None

Old Business: Overhang- We are waiting for quotes from the school. I received those on 11/3. To replace or rebuild the overhang would be $7,800 approximately, or to put in snow guards and a seamless gutter would be $1,500. Waiting on one more quote.

New Business: Tapestry Project- The town tapestry will be hung in the library some time this spring.

Event Marketing- The board will help out as needed.

Update of craft book section- Janelle will advise on this and will schedule programming around the new books for better utilization of resources.

Any other business to come before the Board None

Executive Session: Only if needed: Not needed

Adjournment : The board adjourned at 6:00

Next Meeting January 3, 2018 5:15 PM

**CAVENDISH FLETCHER COMMUNICAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

**Agenda for November 1, 2017 Meeting**

Approval of minutes of September 6 meeting

**Treasures Report:**

1. Finances to date

**Librarians Report:**

1. CLIF Grant Update- New Date 11/20

2. Book fair 11/13-11/18 Special Event- Clifford’s Round Up 1:00-3:00 May need 1 volunteer

3. Archer Mayor December 2

4. Upcoming Winter Programming- Mindfulness with Robin Timko TBA , Bullet Journaling with Kata/Donna TBA Dinner and a movie 1/29

5. Makerspace open house?

**Discussion with public** - (only if any in attendance)

**Old Business:** Sign and Landscaping

**New Business:**

Tapestry Project

Helping out with events

**Any other business to come before the Board**

**Executive Session:** **Only if needed**

**Adjournment**

**Next meeting: January 3, 2018 5:15**

**TY LIBRARY EXECUTIVE BOARD MEETING**

**Minutes for September 6, 2017 Meeting**

Present: Bob, Sandra, Gloria, John, Kata, Carolyn, Peggy, Janelle

Approval of minutes of July 5, 2017 meeting- Approved

**Treasures Report:**

1. Finances to date- We are at 25% of our budget spent. The Chase trust is looking good.

**Librarians Report:**

1. CLIF Grant Update- Kata is picking up the books at the CLIF conference on 9/15. The spring event date has not yet been set. There should be a date for the fall storytelling event soon.

2. 5-K race October 1. Volunteers needed- the race is at Greven Field starting at 9:00, though volunteers need to be on site by 8:15. Rain date a week later.

3. Fall Book Fair - Saddle up and Read theme. November 13-18

4. Sign and Landscaping- Kata is going to offer the existing shrubbery for free and we are going to replace it with evergreens or hostas. We are also getting our own marquee with the funds from the book sale.

**Discussion with public** - (only if any in attendance) None

**Old Business:** none

**New Business:** none

**Any other business to come before the Board none**

**Executive Session:** **Only if needed Not needed**

**Adjournment 5:45**

**Next meeting: November 1, 2017 5:15**

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

**Agenda for September 6, 2017 Meeting**

Approval of minutes of July 5, 2017 meeting

**Treasures Report:**

1. Finances to date

**Librarians Report:**

1. CLIF Grant Update

2. 5-K race October 1. Volunteers needed

3. Fall Book Fair

4. Sign and Landscaping

**Discussion with public** - (only if any in attendance)

**Old Business:**

**New Business:**

**Any other business to come before the Board**

**Executive Session:** **Only if needed**

**Adjournment**

**Next meeting: November 1, 3017 5:15**

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

**Minutes for July 5, 2017**

Present: Bob, Carolyn, Gloria, John, Sandra, Julia, Janelle, Peggy Svec and Amber Bickzo

Call to order: 5:15

Minutes of March 1, 2017 meeting were approved.

**Treasures Report:**

1 The fiscal year is over. We were slightly under budget. Income from the Frank and Zada Chayse Trust is up over last year. We did have some unexpected expenses in the last fiscal including replacing the water heater and the new computers.

The treasurer’s report was accepted.

**Librarians Report:**

1. Summer Reading Program has started. Sign ups are low. Barbeque is on 8/9 at 6:30. There will be marketing around the date, stressing our ability for child care options.

2. Kata wants to get a second magazine rack. The board approved up to $200 for that purchase.

3 5-K race and race committee- Kata is going to touch base with Terry O”Brien and schedule the race for October. More information to follow.

4. Summer projects are underway.

5. Vacation time. Donna is taking July 18-20 off. Amber is going to help cover. She is also taking August 16 off. Kata is taking the 22-24 of August off.

6. We will be having a book sale in August

Kata’s report was accepted.

**Discussion with public** - (only if any in attendance)-None

**Old Business:**

**New Business:** Amber Bickzo, new Saturday hire, was introduced to the board.

**Any other business to come before the Board None**

**Executive Session:** **Only if needed: Not needed**

**Adjournment :** The board adjourned at 5:48

Next Meeting September 6, 2017 5:15 PM

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

**Agenda for July 5, 2017 Meeting**

Approval of minutes of May 3, 2017 meeting

**Treasures Report:**

1. Finances to date

**Librarians Report:**

1. Summer Reading Program update

2. Purchasing a magazine rack

3 Summer Projects

Scanning documents to cloud

Moving around the YA and audiobook section

CLIF Grant update

4. Vacation Time

**Discussion with public** - (only if any in attendance)

**Old Business:**

Barbecue date, press release and child care

**New Business:**

Introduction of new hire: Amber Biczko

**Any other business to come before the Board**

**Executive Session:** **Only if needed**

**Adjournment**

**Next meeting: September 6, 3017 5:15**

Cavendish Fletcher Community Library Executive Board Meeting Minutes for May 3, 2017

Call to order 5:15. Present: Bob, John, Gloria, Sandra, Peggy, Janelle, Kata

Approval of minutes- so approved.

Treasurer’s report: Sandra went over the current status. Our endowment is up due to the stock market being robust. We are projected to be over on our budget for the year due to the purchase of the water heater and the disc cleaner. Bob suggested these things could be taken out of our funds and not on the budget if needed to keep from running over. The report was accepted.

Librarian’s Report:

1) The library is a finalist in the CLIF rural libraries grant. The committee asked us for a promotion idea to get children and adults in the library. Kata suggested a Read a Thon, which is something that used to be a fundraiser. Peggy is going to help with it. She explained what it is to the board and Kata is going to complete and submit the proposal for that to CLIF.

2) Kata talked about the Build a Better World Summer Reading Program. A calendar will go out under a separate email later this month.

3) The 5-K is moved to the fall due to Kata’s schedule with Ethan’s graduation.

4) We are helping out with a poetry slam on 6/2.

5) Kata asked to change to summer hours as of 6/19 to allow her to complete the inventory before she leaves on a family trip. The board approved this.

Discussion with Public: None in attendance

New Business:

Discussion of school resolution of 99 year lease of land to library. The board is pleased with this solution.

Memorandum of understanding of the relationship between the school and town over the library. The board viewed a draft that has been agreed upon by Kata and George and approved it. It is going to be sent to the select board for review.

Election of Officers: Bob moved to re-elect the current slate of officers. This passed.

The officers are: Board Chair- Robert Evens, Vice Chair- Carolyn Solzhentisyn, Treasurer-Sandra Russo,

Secretary- vacant. Kata is filling with for the secretary for now.

Janelle asked for money to purchase a set of Girl Scout manuals to keep in the library for the use of her troop or any girl scouts interested in viewing them. The board authorized $125 to do this.

Old business:

Gloria mentioned the ongoing issue with the snow and ice falling in front of the library entrance, making it hazardous. Bob is going to talk to the town about getting this fixed, even if we have to pay for it.

Janelle brought up a previously discussed idea of a curbside drop off and pick up box. Kata is looking into it.

This is the only one I found that might be able to be attached to the fence. All of the other ones are free standing and I have to say really expensive- upwards of $4000. The issue with those is they will block the sidewalk.

[http://www.shopbrodart.com/Library-Equipment/Book-Returns-and-Carts/Returns/Outdoor-Returns/\_/High-Security-Book-Returns1/](http://www.google.com/url?q=http%3A%2F%2Fwww.shopbrodart.com%2FLibrary-Equipment%2FBook-Returns-and-Carts%2FReturns%2FOutdoor-Returns%2F_%2FHigh-Security-Book-Returns1%2F&sa=D&sntz=1&usg=AFQjCNGcAK9bpX-bjvcdns06BpLfnxbOKQ)

Any other business to come before the board:

None

Executive session: None needed

Adjournment 6:20.

Next Meeting July 5, 2017 5:15

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

**Agenda for May 3, 2017 Meeting**

Approval of minutes of March 1, 2017 meeting

**Treasures Report:**

1. Finances to date

**Librarians Report:**

1. CLIF Grant

2. Summer Reading Program-Build a better world

3 5-K race- moved to the fall

4. Poetry slam 6/2 with Crows Corners and Book Nook

**Discussion with public** - (only if any in attendance)

**Old Business:**

**New Business:**

Discussion of town resolution re: 99 year lease of land under the library

Memorandum of understanding of relationship between the school and the town re: Library services

Election of officers

**Any other business to come before the Board**

**Executive Session:** **Only if needed**

**Adjournment**

**Next meeting: July 5, 3017 5:15**

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

**Minutes for March 1, 2017**

Present: Bob, Carolyn, Gloria, John, Sandra, Julia, Janelle, Peggy Svec, guest and prospective board member.

Call to order: 5:15

Minutes of January 4, 2017 meeting we approved.

**New Business:**

Introduction of prospective board member Peggy Svec: Peggy met all of the members and outlined her history with the formation of the library.

**Treasures Report:**

1. Finances to date: As was discussed in the earlier board meetings, we under-budgeted and will be over budget by the end of the fiscal year. Sandra started that the income from the Chase fund is up compared to a year ago, and went over account activity. Kata is using restricted funds to keep from going further over budget.

The treasurer’s report was accepted.

**Librarians Report:**

1. Kata explained in detail how the quarter auction (3/24) would be run and asked for donations of different items on a list and for help on the night of the event. Janelle contacted Marcia at BRHS to get student volunteers to help the night of. Different board members pledged different items on the needs list. Julia is going to contact Black River Produce about donating the vegetables needed. Anything not donated will be purchased. There is an extensive marketing campaign going on for this event.

2. Second dinner and a movie-Kata is having a hard time getting a good date for this so we are not going to have one this year.

3 5-K race and race committee- The race will be on June 4. Janelle will serve on the committee. More to follow next meeting.

Kata’s report was accepted.

**Discussion with public** - (only if any in attendance)

**Old Business:** Kata presented a final version of the budget reflecting all of the many changes due to workers comp.

**New Business:** Peggy Svec was appointed to the library board as a director. Her term will expire on 3/2018

**Any other business to come before the Board**

**Executive Session:** **Only if needed:** The board went into executive session at 6:22 and left executive session at 6:25.

**Adjournment :** The board adjourned at 6:27.

Next Meeting May 3, 2017 5:15 PM

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

**Agenda for March 1, 2017 Meeting**

Approval of minutes of January 4, 2017 meeting

**New Business:**

Introduction of prospective board member Peggy Svec

**Treasures Report:**

1. Finances to date

**Librarians Report:**

1. Quarter auction/spaghetti dinner update

What we have

What we need

Volunteer opportunities

2. Second dinner and a movie

3 5-K race and race committee

**Discussion with public** - (only if any in attendance)

**Old Business:**

**New Business:**

**Any other business to come before the Board**

**Executive Session:** **Only if needed**

**Adjournment**

Next Meeting May 3, 2017 5:15 PM

Cavendish Fletcher Community Library Board Meeting Minutes January 4, 2017

Present: Carolyn Solzhenitsyn, Bob Evens, Janelle Wilfong, John White, Sandra Russo, Kata Welch, Gloria Leven

Call to order 5:20

Treasurers Report:

We are exactly 50% of the way through the year and exactly 50% of the way through the budget. We are over in a few line items, including SUTA which we knew about and will be careful with the rest of the funds. Sandra went over the transfers from the Chase fund and will research about extra disbursements from the fund. Bob also mentioned that People’s Bank is going to start charging additional fees for non-profits for deposits and transfers. Sandra is going to look into this and see if we need to move our accounts to a bank that will not charge the fees.

The treasurer’s report was accepted.

Librarian’s report:

1) Kata went over the list of holiday closures for 2017. Because of the Fourth of July coming on a day when we would usually be open, the library will be closed on Columbus Day to keep us within our 10 holiday closures.

2) We have two dinner and a movie events coming up: The Magnificent Seven on 1/29 and Florence Foster Jenkins, tentatively on 3/6. Kata is also working on the Quarter Auction on 3/24 now that the holidays are over.

3) Warrants were signed

Board accepted Kata’s report.

Discussion with public: None in attendance.

New Business: The Vermont League of Cities and Towns has changed the insurance classification for library employees all over the state from $.44/$100 of salary to $5.70/$100 of salary to account for the fact that some libraries are doing programs outside. Basically library employees are now insured as Parks and Recreation Employees. Parks and Recreation Employees are now being classed as Road Crew. Under this new system, workers compensation costs have increased from approximately $250/year to $3600/year. This and the impact on the budget was discussed extensively.

Kata researched whether this change was true for all insurers of libraries and that is not the case. The library can get workers compensation insurance for close to what VLCT was charging before this change.

The board voted to ask if the town, since they are the insured party, would allow us to change workers compensation carriers. If so, this will be pursued with the intent of changing carriers before the next renewal date of 1/1/2018.

Old Business:

1) 2017-2018 Budget Draft.

There was a slight increase in operating expenses and salary expenses went up mostly due to the change in workers compensation insurance.

The library approved the budget with the following modifications:

1% salary increase for cost of living adjustment

The change in workers compensation insurance is to be phased in by thirds

The board voted to request an increase in our town appropriation of $1200, to $38,000 a year.

We anticipate being asked to present our budget to the select board sometime this month.

Other business to come before the board:

A patron slipped and fell outside of the library a few weeks ago. Kata has been trying to keep the entrance way clear. The board discussed different solutions to this problem. Bob is going to request a meeting with George to see what can be done to stop the fall of ice and snow from the eves above the main entrance.

Gloria needs to file a petition for trustee.

Executive Session: None needed

Adjournment: 6:15

Next meeting is March 1, 2017 at 5:15 in the library.

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

**Agenda for January 4, 2017 Meeting**

Approval of minutes of November 2, 2016 meeting

**Treasures Report:**

1. Finances to date

**Librarians Report:**

1. 2017 Holiday Closures

2. Winter events pending

a. Dinner and a movie(s)

b. Quarter auction

3 Signing of warrants

**Discussion with public** - (only if any in attendance)

**Old Business:** 2017-2018 Budget draft

**New Business:** Change in Workers Compensation Coverage by VLCT

**Any other business to come before the Board**

**Executive Session:** **Only if needed**

**Adjournment**

Next Meeting March 1, 2017 5:15 PM

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING**

**Agenda for November 2, 2016 Meeting**

Approval of minutes of September 7, 2016 meeting

**Treasures Report:**

1. Finances to date

**Librarians Report:**

1. Fall events

a. Fall Bookfair 11/14-11/19

b. Book tasting 12/1 with Scott from Book Nook

2. Winter events pending

a. Dinner and a movie(s)

b. Quarter auction

3. Signing of warrants

4. Proposal for an increase in salary of Donna Bushey

5. Budget for 2017-2018

**Discussion with public** - (only if any in attendance)

**Old Business:**

**New Business:**

**Any other business to come before the Board**

**Executive Session:** **Only if needed**

**Adjournment**

**Next meeting is January 4, 2017 at 5:15 PM at the library.**

Cavendish Fletcher Community Library

Board Meeting Minutes – September 7, 2016

Meeting called to order at 5:00 P.M. by Bob Evens

Present: Bob Evens,Janelle Wilfong, Gloria Leven, Julia Ginoux, John White, Sandra Russo, Cheryl Leiner

Minutes from July 6, 2016 meeting were approved.

Treasurer’s Report:

Sandra presented the Budget and Restricted Funds reports. Also, balances in the Chase Charitable Fund, Library Investment Fund and checking account.

-Bob question the insurance amount paid for the Indian Books that are housed in Barre in a controlled temperature environment.

-Kata will check into finding a lower insurance rate.

-It was suggested to see if the books can be loaned to a museum. Sandra will check with someone she knows that has a museum background.

-Bob questioned the amount budgeted and paid for the Follett account. Kata will research.

-The Treasurer’s Report was approved by the Board.

Librarian’s Report:

Replacement of Computers: Kata requested that two new computers be purchased. Two possibilities were discussed with one computer being more advanced and more expensive. Further details about the two options will be provided.

Book Fair Profits: Due to increased costs from Scholastic, Kata would like to cancel the Spring Fair. The Fall Book Fair will still be held. No vote was necessary for this item.

Rotary Book Club: The Rotary Book Club has started a new literacy project and the Cavendish Library has been chosen as their first beneficiary. Throughout the year we will receive approximately 46 books signed by the authors. Kata will be the contact with the Rotary.

Signing of Warrants: Warrants are to be signed by Trustees only. These are time sheets of the library associates. They were distributed for signatures.

Gregory Fund Update: A restricted fund was set up for donations made for Bob Gregory who recently deceased. We currently have $1,130 in the fund.

Scanner: A new scanner for $500 was purchased. This scanner is used to check in/out books.

Discussion with Public: No discussion

Old Business: None

New Business:

- STEM Program:A decision was made to participate in the STEM (Science, Technology, Engineering and Math) Program. Donations, grants, library funds and discount stores will be utilized to fund the supplies for the program. The assistant librarian, Donna Bushey, will lead this program.

-Winter Event:Kata suggested we have a winter event in the library called a Quarter Auction. This is part raffle, part auction, part fund raiser and a direct sales party. Kata will provide more details at our next meeting.

-State Historical Society:The State Historical Society and Department of Libraries have had budget cutbacks and are reducing staff. Kata would visit the Midstate Regional Library approximate 3 to 4 times a year and would select a rotating collection of books which were kept for 3 to 4 months. This service will no longer be available.

-Hot Dog and Concert Events:Sandra went over the email sent to Margo Caufield and Peter LaBelle concerning the benefits to both organizations for having the hot dog event and concert on the same night. A suggestion was made to provide child care services during the magician portion to allow parents the ability to attend the full concert and include information about the concert event in the library’s hot dog advertising. No vote was taken at this time.

Any other business to come before the Board: None

Executive Session: Not needed.

Adjournment: Meeting adjourned at 5:50 P.M.

Next Meeting: November 2, 2016 at 5:15 P.M. at the Library

**CAVENDISH FLETCHER COMMUNITY LIBRARY**

**EXECUTIVE BOARD MEETING**

**Agenda for September 7, 2016 Meeting**

Approval of minutes of July 6, 2016 meeting

**Treasures Report:**

1. Finances to date

**Librarians Report:**

1. Replacement of computers

2. Discussion of Book Fair profits

3. Rotary Book Club

4. Signing of warrants

5. Gregory Fund update

**Discussion with public** - (only if any in attendance)

**Old Business:**

**New Business:**

**Any other business to come before the Board**

**Executive Session:** **Only if needed**

**Adjournment**

**Next meeting is November 2, 2016 at 5:15 PM at the library.**

CAVENDISH FLETCHER COMMUNITY LIBRARY BOARD MINUTES

July 6, 2016

Present: K. Welch, G. Levin, J. Wilfong, S. Russo, C. Solzhenitsyn, J. White, C. Leiner

* 1. Approval of minutes from the last meeting.
	2. A motion was presented to appoint Cheryl Leiner as acting member and secretary of the Board. Bob Evans will send a letter to the Select Board for consideration.
	3. Treasurers report: The slight inconsistency between “Budgeted and Actual” are due to

errors and overcharges. A listing of restricted funds was made available by Sandra.

* 1. Librarian’s Report: Replacement table and chairs are here and are in use in the Redfield

Proctor Room. Sandra is working on having the ability to charge the TDS bill to a credit card. A new scanner has been ordered and funded through the existing budget.

* 1. Book Sale: Set up will be Friday July 22. The sale will run from July 23 through the 29th.
	2. Summer Reading Program is in progress.
	3. Members were asked to review the Library WIFI and Computer and Internet use policy.

Suggestions for changes must be submitted before August 1. Norton is being installed.

* 1. Janelle is teaching a sewing class every other Monday from 9 Am to noon. For the first class there were three students in attendance. The cost is $10 per session and the class is available for students in the 4th grade and up.
	2. A discussion was held regarding painting of the interior of the Library including ceilings. Also discussed was changing lights to LEDS.
	3. The Summer Barbecue will be held on August 10, 2016.

Meeting adjourned at 6:45.

Next meeting is September 7, 2016 at 5:15 PM.

Minutes submitted by Cheryl Leiner

**CAVENDISH FLETCHER COMMUNITY LIBRARY**

**EXECUTIVE BOARD MEETING**

**Agenda for July 6, 2016 Meeting**

Approval of minutes of May 4, 2016 meeting

**Treasures Report:**

* 1. Finances to date

**Librarians Report:**

**Discussion with public** - (only if any in attendance)

**Old Business:**

* 1. Approval of changes to the patron code of conduct and internet use policy.

**New Business:**

**Any other business to come before the Board**

**Executive Session:** **Only if needed**

**Adjournment**

**Next meeting is September 7, 2016 at 5:15 PM at the library.**

Cavendish Fletcher Community Library Board Meeting Minutes may 4, 2016

Present: Carolyn Solzhenitsyn, Bob Evens, Janelle Wilfong, John White, Sandra Russo, Kata Welch

Call to order 5:23

Treasurers Report:

We are over budget due to various issues. We have the money to pay it and so we are going to continue

spending the line items in a conservative manner. We are going to increase expenses in the next budget

and Sandra and Kata are going to work together to create the 2017-2018 budget this fall.

Everyone was in favor of allocating enough money to pay the expenses for the remainder of the fiscal

year and accepted Sandra’s report.

Librarian’s report:

1) Kata is asking all staff to submit a list of dates when they are not available to work their

upcoming shifts due to vacation time. She will fill any vacancies with other staff and request

help from the board as needed.

2) Hopefully a summer reading program final calendar will be sent out by the end of this week.

Kata and Donna are working on it.

3) The book sale will run over one week this year to enable the sale of more books. Kata will

contact the House at 20 Mile Stream to see if we can get help setting up the sale.

Board accepted Kata’s report.

Old Business:

1) Disaster plan- Kata needs to work on this with the new janitor once they are hired.

Other business to come before the board: None

New Business:

The library viewed and discussed different solutions that other community libraries have in the

state and decided to add unfiltered internet with the system to be in place by September 1.

There will be changes made to the patron code of conduct clarifying what behaviors are

expected to proactively address any issues which might come up due to this change.

Also, Bob will install a “kickstand” on the door to the Redfield Proctor room enabling the door to

be kept open more easily when it is in use and the door may no longer be shut when that room

is occupied by children.

Executive Session: None needed

Adjournment: 6:07

Next meeting is July 6, 2016 at 5:15 in the library

**CAVENDISH**

**FLETCHER COMMUNITY LIBRARY**

**EXECUTIVE**

**BOARD MEETING**

**Agenda**

**for May 4, 2016 Meeting**

Approval

of minutes of March 2, 2016 meeting

**Treasures Report:**

Finances to date

**Librarians Report:**

* 1. Summer
		1. Reading Program
	2. Vacation
		1. Time Kata/Donna
	3. Book
		1. Sale

**Discussion with**

**public**

- (only if any in attendance)

**Old**

**Business:**

Report on disaster

plan for the library - Carolyn & Julia.

* 1. **Any other business to**

**come before the Board**

**New Business:**

Discussion on filtered or unfiltered internet

**Executive Session:** **Only if needed**

**Adjournment**

**Next meeting is July**

**6, 2016 at 5:15 PM at the library.**

**CAVENDISH FLETCHER COMMUNITY LIBRARY**

**EXECUTIVE BOARD MEETING**

**Agenda for March 2, 2016 Meeting**

Approval of minutes of September 2, 2015 meeting

**Election of officers for 2016-17 (Chairman, Vice Chairman, Secretary, Treasurer**

**Treasures Report:**

* 1. Finances to date

**Librarians Report:**

* 1. Spring Book Fair
	2. Dinner and a Murder

**Discussion with public** - (only if any in attendance)

**Old Business:**

* 1. Report on disaster plan for the library - Carolyn & Julia.

**Any other business to come before the Board**

**New Business:**

* 1. Discussion on filtered or unfiltered internet
	2. Discussion on use of Kindle etc.

**Executive Session:** **Only if needed**

**Adjournment**

**Next meeting is May 4, 2016 at 5:15 PM at the library.**

FLETCHER COMMUNITY LIBRARY BOARD MEETING MINUTES

January 5, 2016

Present: M. McCallum, K. Welch, G. Leven, S. Russo, B. Evens, J. Wilfong

Meeting opened 5:15 p.m.

Approval of minutes from September board meeting.

Treasurer's Report: All bills current and we are spending slightly under budget in several areas. Purchase of the safety door for Redfield Proctor Room not yet paid for. Bob made motion to pay for the door, lock and installation from the trust fund ($2,050.00). All voted in favor.

Librarian's Report:

Kata introduced proposed budget for next FY: $88,066.81. an increase of about $3,900.00. Kata doesn't plan to increase amount requested from the town. Board voted to accept budget as presented.

The following events are planned for the upcoming months:

\* Sunday January 21 @ 1:00: "Outlander" movie and dinner

\* Sunday March 6 @ 1:00: "A Walk in the Woods" dinner and picnic lunch

\* Spring Book Fair (March 14-19), theme is "Reading is Groovy"

\* A Dinner & a Murder event will be scheduled for April, since it was so successful last year. Date TBA.

Old Business:

\* Plan for Re-Purposing of Redfield Proctor Room: Kata would like to create an internet cafe and attract the teenagers to use that space. She hopes to order two cafe tables and four stools, at $360 per set. With charging stations and miscellaneous costs, the project would be $900.00. Kata would like to access the Buswell and Tiemann accounts for this. Board accepted the proposal and Kata set goal for April completion.

\* Kata suggested potential board member, John White. He will be invited to the next meeting.

New Business: Janelle discussed policy for in-house use of library's Kindle and iPad. Bob asked Janelle and Kata to create a written proposal for next meeting.

Meeting adjourned 6:15. Next meeting March 3, 2016.

Minutes submitted by Mary McCallum.

**CAVENDISH FLETCHER COMMUNITY LIBRARY**

**EXECUTIVE BOARD MEETING**

**Agenda for January 5, 2016 Meeting**

Approval of minutes of September 2, 2015 meeting

**Treasures Report:**

1) Finances to date

2) Budget Preparation

**Librarians Report:**

**Discussion with public** - **(only if any in attendance)**

**Old Business:**

1) Report on disaster plan for the library - Carolyn & Julia.

2) Repurposing of the Redfield Proctor Room.

**Any other business to come before the Board**

**New Business:**

Draft Policy for the use of the library’s Kindle and iPad by library patrons.

**Executive Session:** Only if needed

**Adjournment**

**Next meeting is March 1, 2016 at 5:15 PM at the library.**

**(Election of officers)**

**CAVENDISH FLETCHER COMMUNITY LIBRARY**

September 2, 2015 Board Meeting Minutes

Present: B. Evens, K. Welch, G. Leven, S. Russo, M. McCallum

1. Approval of minutes from July 1 Board meeting.

2. **Treasurer's Report**: $6,890.88 in checking account. All bills current.

3. **Librarian's Report**:

\* K.W. advised the board to set aside a date for committee to meet that will be working on the proposed addition project. Date set: Monday September 14 at 5:00 p.m.

\* Upcoming Fall Events:

November 7: Cavendish Book Jam with four local authors, including Archer Mayor. Fee will be split with Book Nook, the event will promote book signings and sales and will last up to four hours.

Fall Book Fair will be November 16-20.

\* Public Relations

Kata would like Janelle to be paid one additional hour (@ $10.25) to do social media and press releases so that more library outreach can be accomplished. Included will be FaceBook, Twiter, Instagram, Library website updates, press releases to local papers. Board voted to approve the time increase.

4. **New Business**

Larry Wilfong currently relacing overhead light bulbs using the school's tall ladder.

Library will be getting a small loft installed that used to be in Peggy Svec's room.

Janelle suggested that books in outer library storage area be sorted for a book sale. Proposed date is Saturday October 10 over Columbus Weekend. Janelle will take charge of moving this forward.

Meeting adjourned: 6:05 p.m.

Next meetng: November 4, 2015

Minutes submitted by Mary McCallum, Secretary

**CAVENDISH FLETCHER COMMUNITY LIBRARY**

**EXECUTIVE BOARD MEETING**

**Agenda for September 2, 2015 Meeting**

Approval of minutes of July 1, 2015 meeting

**Treasures Report:**

1) Finances to date

**Librarians Report:**

1) Proposal on possible addition

2) Upcoming fall events

**Discussion with public** - **(only if any in attendance)**

**Old Business:**

1) Report on disaster plan for the library - Carolyn & Julia.

**Any other business to come before the Board**

**New Business:**

**Executive Session:** Only if needed

**Adjournment**

**Next meeting is November 4, 2015 at 5:15 PM at the library.**

CAVENDISH FLETCHER COMMUNITY LIBRARY

Board Meeting Minutes for July 1, 2015

Present: G. Leven, S. Russo, M. McCallum, K. Welch, J. Wilfong, R. Evens

1. Approval of minutes from May 2015 meeting.

2. Treasurer's Report. Sandra has met with Brian Benoit regarding the transfer of

responsibilities to her. She passed out spreadsheets illustrating balances in Chase Fund,

Cavendish Trust and Checking Account. Treasurer's report approved.

3. Librarian's Report.

\* Author Event. July 19 @ 3:00 with Jane Green, novelist. Her fee of $500 will

be split between CFCL and Book Nook.

\* Library Addition. Kata passed out her written proposal for three phases of changes she

would like the board to approve and implement. Following her presentation Bob suggested we form a special committee to consider the project(s). A motion was

made and passed to allow Kata to begin working on Phase I before such a committee is formed. This will involve making changes to the office behind front desk so it can be a viable work/storage space. She foresees the project will not exceed $500.

\* Ceiling Lights. Bob reported that the cost of lowering the light fixtures is prohibitive.

Discussion of whether to purchase staging or find someone in the trades who might

volunteer to use their staging to install new bulbs.

\* Kata changed the date of the library barbecue to Tuesday July 28 instead of July 29 to

avoid conflict with concerts on the green.

Meeting adjourned at 6:15 p.m.

Next meeting: September 2, 2015

**CAVENDISH FLETCHER COMMUNITY LIBRARY**

**EXECUTIVE BOARD MEETING**

**Agenda for July 1, 2015 Meeting**

Approval of minutes of May 6, 2015 meeting

**Treasures Report:**

1) Finances to date

2) Transfer treasure’s duties from Brian to Sandra

**Librarians Report:**

1) Proposal on possible addition

**Discussion with public** - **(only if any in attendance)**

**Old Business:**

1) Report on disaster plan for the library - Carolyn & Julia.

**Any other business to come before the Board**

**New Business:**

**Executive Session:** Only if needed

**Adjournment**

**Next meeting is September 6, 2015 at 5:15 PM at the library.**

**CAVENDISH FLETCHER COMMUNITY LIBRARY**

**EXECUTIVE BOARD MEETING**

**Minutes for May 6, 2015 Meeting**

Call to order 5:20 Present: Brian Benoit, Gloria Leven, Janelle Wilfong, Bob Evens, Carolyn Solzhenisyn, Julia Gignoux, Kata Welch

Approval of minutes of March 4, 2015 meeting – Minutes approved

**Treasures Report:**

Finances to date- The balance of the checking account is higher than usual at $2361.79 to allow for the replacement of the door to the Redfield Proctor Room. Our money in the trust fund is also up. There was discussion about a rumor that the Fletcher Farm Foundation is cutting our funding. The board discussed the importance of the donation and the benefit it has for the library (allowing for outreach services, extra hours open etc..) and Julia is going to write a letter to the FFF board thanking them for all they do for us. Brian has tendered his resignation as treasurer and from the library board as he has purchased a home in Springfield and plans to become involved in the community there. The library board reluctantly approved his resignation as of June 30. Sandra Russo has volunteered to take his position on the board and as treasurer pending board approval.

**Librarians Report:**

1) Summer Reading Program- the Summer Reading Program will start on June 21 once school is out of session. Sign ups will be the last two weeks of school. There will be a Super Hero training camp on June 13 as a kick off event. The end of the summer barbeque will be on Wednesday, July 29 as that is the best date for everyone concerned.

2) Story Time

a. Kata is going to start a birth- 5 story time at the library on Tuesdays at 10:00 using materials from the VELI conference. There will also be a storytime on Saturdays, time to be determined.

3) 5-K Run

a. The 5-K run is scheduled for Saturday, June 6 at 9:00 AM. Registration starts at 8:00 AM at Greven Field. I need help for this. Terry says we should have 3-4 people helping at tables doing forms and taking money and giving out T-shirts. The race will last about an hour then there will be a fun run for the kids at 10:00. The run will benefit the proposed addition to the library.

4) Coverage for Summer outages

a. Donna is tentatively out June 24-July 1, Can I get some evening coverage a few times? Especially on Wednesday June 24 and July 1

b. Janelle is out on August 1 and August 8 Donna will cover these.

5) Outages for Kata July 20-July 24, Aug 13, Aug 18

6) Book Sale and other events

The library board has voted to not have a book sale this summer as Kata will be unavailable to set it up.

Jane Greene will be up on July 19- Sunday team with Book Nook. Kata and Scott are working on this.

**Discussion with public** - **(only if any in attendance)- None**

**Old Business:**

1) Report on disaster plan for the library - Carolyn & Julia.

**Any other business to come before the Board**

**New Business:** The library board voted to donate the old door from the Redfield Proctor Room to the Guildhome.

**Executive Session:** Only if needed

**Adjournment**

**Next meeting is July 1, 2015 at 5:15 PM at the library.**

**CAVENDISH FLETCHER COMMUNITY LIBRARY**

**EXECUTIVE BOARD MEETING**

**Agenda for May 6, 2015 Meeting**

Approval of minutes of March 4, 2015 meeting

**Treasures Report:**

Finances to date

**Librarians Report:**

1) Summer Reading Program

2) Story Time

3) 5-K Run

4) Coverage for Summer outages

5) Proposal about addition

**Discussion with public** - **(only if any in attendance)**

**Old Business:**

1) Report on disaster plan for the library - Carolyn & Julia.

**Any other business to come before the Board**

**New Business:**

**Executive Session:** Only if needed

**Adjournment**

**Next meeting is July 1, 2015 at 5:15 PM at the library.**

**CAVENDISH FLETCHER COMMUNITY LIBRARY**

**BOARD MEETING MINUTES FOR MARCH 4, 2015**

Present: R. Evens, K. Welch, B. Benoit, J. Wilfong, J. Gignoux, M. McCallum

* 1. Approval of minutes from January 7, 2015 meeting.
	2. Election of officers: vote unanimous to keep current slate of officers.
	3. TREASURER'S REPORT: all bills are paid and current, our investments are growing. The January audit went without a hitch.
	4. LIBRARIAN'S REPORT:
		1. \* Children's Area Rug will be purchased with money from upcoming March book fair. Kata will look for 10 x 7 in size, cost $599.00. Kata would also like to replace library chairs.
		2. Dinner & a Murder event scheduled for April 4. Discussion on how to be able to have alcohol at the event, possibly bringing in local business with a liquor license. K. will start to advertise once we have that piece in place.
		3. Final Dinner & a Movie will be on March 8, with French food, an event that will appeal to
			+ an older crowd (film is The One Hundred Foot Journey).
		4. Bookfair, “Under the Sea,” will be March 16-21, with pirate party as culminating event.
		5. Animal Adventures Program set for Saturday April 11, with refreshments.
		6. Library Coverage: discussion of all the dates that Kata, Donna and Janelle will be out for vacation, conferences and other reasons. Kata would like to attend the Vermont Early Literacy Initiative (VELI) 4/28-4/29 and the DCF conference on May 1.
		7. Summer Reading Program: begins week of June 22 through end of July or early August, with celebratory BBQ and Magician Tom at the end. Discussion of whether or not to hold it on a Wednesday (best for Tom) because that could conflict with concert on the green.
		8. Library Closure: Kata would like to close library on Saturday August 15. Her brother will hold his wedding at CTES and all library staff would like to be there.
		9. Author Visit: last weekend in July Kata hopes to host novelist Jane Greene, splitting the cost with Book Nook. Kata looking into options for housing and feeding Greene.
		10. Materials Collection Policy: Although the Supervisory Union is creating a policy, Kata not comfortable with their stance on challenged materials (which is removal from the shelves). Board unanimous in not adopting the S.U. Policy.
		11. Professional Development: Kata would like board to approve up to 2 hours per month to pay Janelle to come in for training in certain library procedures, since their time does not overlap. Approved by board to okay up to 2 hours per month up to the next meeting in May.
		12. OLD BUSINESS:
		13. Discussion of door to Redfield Proctor Room, which is not fully secure because of large glass insert. It also needs a lock that can be operated from both sides in case of lockdown. Bob will call a local carpenter to see if a wood insert can replace the glass panel.
		14. Ice and Snow Guards: still unresolved. Bob will speak to George T. about coming up with and implementing a real strategy to prevent large ice dam from forming.
		15. NEW BUSINESS: Janelle will hold a class on how to use iPhone for painting as part of a partnership with the Cavendish Rec Dept. in offering workshops to adults.

Meeting adjourned 6:25 p.m.

Next meeting: May 6, 5:15 p.m.

Minutes submitted by Mary McCallum

**CAVENDISH FLETCHER COMMUNITY LIBRARY**

**EXECUTIVE BOARD MEETING**

**Agenda for March 4, 2015 Meeting**

Approval of minutes of January 7, 2015 meeting

**Election of officers for 2015-16 (Chair, Vice Chair., Secretary & Treasurer.**

**Treasures Report:**

1) Finances to date

2) Annual Audit – went OK as far as I’ve heard

**Librarians Report:**

1) Area rugs for children’s area

2) Adult Reading Program

3) New bookkeeping system – I’ve still got to get together with Kata

4) Dinner and a Movie Fundraiser

5) Librarians request of one hour per week for Professional Development of assistant librarians

**Discussion with public** - **(only if any in attendance)**

**Old Business:**

1) Report on disaster plan for the library - Carolyn & Julia.

2) Ice & snow guards for front entrance (need more details)

**Any other business to come before the Board**

**New Business:**

**1)** Use of Trustee of Public Funds monies

**2)** School District policy for reconsideration of what books they feel shouldn’t be on the shelves

**Executive Session:** Only if needed

**Adjournment**

**Next meeting is May6th at 5:15 PM at the library.**

CAVENDISH FLETCHER MEMORIAL LIBRARY MINUTES

January 7, 2015

Present: K. Welch, R. Evens, M. McCallum, B. Benoit, G. Leven,

J. Wilfong, C. Solzhenitsyn

1. Approval of November 2014 minutes.

2. Treasurer's Report

$4,366.05 in checking account. With strong financial market, the library funds are in good shape despite recent high ticket expenses (AC, flooring).

Brief discussion of proposed 2015-16 budget ($79,000).

3. Librarian's Report

The following programs are being explored, some already have dates:

**Author Visit**: In the spring, Kata and Book Nook owners would like to co-host VT author Chris Bohjalian and split his fee (as yet unknown). Event would take place at CTES.

**Fall Writers Festival**: proposal to invite VT author Archer Mayor to speak, along with lesser known local authors who can talk about writing and publishing.

**Dinner & Movies:**

January 24, Horton Hears a Who, children's movie and kid-friendly food

February 5, Harry Potter film (the first one) and serve Harry Potter-themed food

March, The Hundred Foot Journey, with themed food

Dinner & a Murder fundraiser event at Golden Stage Inn (still in planning stages,

date to be announced)

**Spring Bookfair**, March 16-20

**Literary Elements**, an adult reading program with prize drawings.

**Wildlife Encounters,** April, from Rochester, VT ($400 fee)

Kata now in the process of updating account records, purging those of people no longer in the area.

4. Old Business

Discussion of whether to be open every Saturday instead of current schedule of just the first two of each month, 12-4. Would cost about $90 per month to do so. Board voted to begin that immediately.

5. New Business

Ice and Snow Guards for front entrance: none are installed and occasionally huge chunks of ice fall from roof, posing a danger. Bob will talk to George Thompson about possibility of CTES purchasing and installing.

Meeting adjourned 6 p.m.

Next meeting: March 4, 2015 at 5:15 p.m.

Minutes submitted by Mary McCallum, Secretary

**CAVENDISH FLETCHER COMMUNITY LIBRARY**

**EXECUTIVE BOARD MEETING**

**Agenda for January 7, 2015 Meeting**

Approval of minutes of November 5, 2014 meeting

**Treasures Report:**

1) Finances to date

2) Budget for 2015-16

3) Annual Audit

**Librarians Report:**

1) Area rugs for children’s area

2) Adult Reading Program

3) New bookkeeping system

4) Dinner and a Movie Fundraiser

**Discussion with public** - **(only if any in attendance)**

**Old Business:**

1) Report on disaster plan for the library - Carolyn & Julia.

2) Discuss being open every Saturday

3) Committee to review salaries

4)

**New Business**

1) Ice & snow guards for front entrance

**Any other business to come before the Board**

**Executive Session:** Only if needed

**Adjournment**

**Next meeting is March 4th at 5:15 PM at the library.**

**Minutes for 11/5/2014 Board Meeting**

Call to order at 5:15

Present: Bob Evens, Gloria Leven, Julia Gignoux, Janelle Wilfong, Kata Welch

**Treasures Report:** The treasurer was unable to attend. Bob, Brian and Kata will work on the 2015-2016 budget. It is expected it will be mostly level with the exception of salaries and professional expenses. The books will be sent for auditing shortly.

**Librarians Report:**

1) The new cataloging system is working well, with the exception of lag time caused by the slow internet speed which is causing errors such as items not checking in or out and items not being cataloged. Kata has contacted tech support and was told that the issues are on our end (ie internet speed.) Kata is going to try cataloging on the Comcast computer and see if it helps.

2) Kata is holding off on ordering area rugs for the children’s section pursuant to how the fall bookfair goes as Scholastic Dollars may be used to purchase them.

3) We are going to have an adult reading program at the beginning of the calendar year with a different theme each month and weekly prizes. This is still under development.

4) New shelving in the store room looks great.

5) The new bookkeeping system is not as user friendly as one might wish.

6) The book fair is scheduled for November 17-22. Kata is pulling out all of the stops on this one in the hopes that we will make the new profit threshold.

7) Talking about doing a dinner and a murder fundraiser at The Golden Stage Inn this winter so an open bar may be offered. Kata is going to talk to Michael and Jodi about this.

**Discussion with public** - **(only if any in attendance)** None

**Old Business:**

1) Report on disaster plan for the library - Carolyn & Julia. It has been decided to use the D-Plan website to create this. Kata will set up an account.

2) Discuss being open additional Saturdays- This is going to be decided as part of the larger budget when Brian is available to discuss.

**New Business**

1) Committee to review salaries-Carolyn, Julia and Brian will look into this.

**Any other business to come before the Board**

Bob is thinking to the future and is looking for a possible successor to train.

Ice and snow guards: There was an issue last year about the roof not being raked and a dangerous amount of ice and snow built up creating a hazard in front of the library entrance. Kata spoke with Tim and George and they have promised to take more care in maintaining the entrance.

**Executive Session:** Only if needed

**Adjournment**

**Next meeting will be on Wednesday January 7 at 5:15**

**CAVENDISH FLETCHER COMMUNITY LIBRARY**

**EXECUTIVE BOARD MEETING**

**Agenda for November 5th, 2014 Meeting**

Approval of minutes of September 3rd meeting

**Treasures Report:**

1) Finances to date

2) Budget for 2015-16

3) Annual Audit

**Librarians Report:**

1) Update on new catalog system

2) Area rugs for children’s area

3) Adult Reading Program

4) Shelving in storeroom

5) New bookkeeping system

6) Book Fair

7) Dinner and a Movie Fundraiser

**Discussion with public** - **(only if any in attendance)**

**Old Business:**

1) Report on disaster plan for the library - Carolyn & Julia.

2) Discuss being open additional Saturdays

**New Business**

1) Committee to review salaries

**Any other business to come before the Board**

**Executive Session:** Only if needed

**Adjournment**

**Next meeting is January 7th at 5:15 PM at the library.**

FLETCHER MEMORIAL LIBRARY BOARD MEETING MINUTES:

September 3, 2014

Present: R. Evens, B. Benoit, K. Welch, J. Wilfong, M. McCallum, D. Lincoln,

J. Gignoux, C. Solzhenitsyn

TREASURER'S REPORT

$1,404.92 in checking account. All bills are current. Chase account is down slightly from last month.

Total for new flooring came to approximately $9,000.00

Destiny migration will be an additional major expense.

Budget process for FY 2014/15 will begin soon, some figures will be ready for our November meeting.

Kata will install Quicken for future budget/expenditure tracking.

LIBRARIAN'S REPORT

Card Catalog: Destiny migration is complete, the process was faster and easier than Kata anticipated.

Flooring: area rugs for childrens' section not yet ordered. All feedback for new flooring has been positive.

Programs & Events:

Saturday September 6 @ 7:00 p.m.--opening for Jane Hart's portrait show. Proceeds from sales will be split between library and the fire department.

November 8--Dinner & Movie for 'Tweens will feature Catching Fire (Hunger Games).

Week of November 18--Book Fair

Jan-March 2015--3 more Dinner & Movie events

After-School Library Programs--in future all these will be run through the school's after-school program, funded by a Twenty-First Century Grant. Kata sees no downside to this arrangement.

Maker Space--Kata would like to purchase a Cricut cutting machine for the Maker Space program, which we could make available for community use. Cost approximately $300. Board in agreement that we should look into purchasing one with the Joyce Tiemann funds.

OLD BUSINESS

Disaster Plan: Julia spoke with four other area librarians and none have a disaster plan. One suggestion is to align with the school's plan.

NEW BUSINESS

Discussion of whether we can be open every Saturday instead of current first two of each month (12-4). With covering the salary of Janelle, Kata thinks it would amount to approximately $80 additional per month, or $2,000 per year.

Meeting adjourned at 6:15 to go into Executive Session.

Executive Session over at 6:45 and Board meeting resumed, still under "New Business."

Donna will receive a merit raise effective September 1, 2014, bringing her pay to $12.50 per hour. She will be give additional responsibilities to reflect this raise.

Proposed raise for Kata will be taken into consideration in the upcoming budget proposal.

Meeting adjourned 6:50.

Next meeting: November 5 at 5:15 p.m.

Minutes submitted by Mary McCallum

**CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING Agenda for September 3rd, 2014 Meeting**

**Approval of minutes of July 16th meeting**

**Treasures Report:**

**1) Finances to date 2) Start budget process for report at November meeting**

**Librarians Report:**

**1) Update on new catalog system 2) Area rugs for children’s area 3) Upcoming programs / events**

**Discussion with public - (only if any in attendance)**

**Old Business:**

**1) Report on disaster plan for the library - Carolyn & Julia. 2) Report on new flooring**

**New Business**

**1) Discuss being open additional Saturdays**

**Any other business to come before the Board**

**Executive Session: Yes**

**Adjournment**

**Next meeting is November 5th, 2014 at 5:15 PM at the library.**

Fletcher Community Library Minutes of Board Meeting

July 16, 2014

Present: K. Welch, R. Evens, B. Benoit, G. Leven, J. Wilfong, M. McCallum, Pearl the dog

1. Approval of minutes from May 7 meeting.

2. Treasurer's Report: Checking account has $9,500 in it, possibly earmarked for salaries and/or flooring)

Operating Trust has $136,607, a high.

3. Flooring: Brian got bid from two flooring companies: Lachappelle ($9,270) and Carpet One/Carpet King ($7,472). After much discussion, the board agreed to go with Lachappelle for their Cortec Plus in the Acacia pattern. It is a product with 10 year warranty for commercial use.

4. Librarian's Report:

\* 58 sign-ups for summer reading program (Fizz, Boom, Read), less than in previous years. The weekly events have been popular, especially making ice cream. The end of program barbecue will be July 30 at 6 p.m. Michael will grill and Tom Joyce will do magic show.

\* Book Nook book fair did well, we got 20 free books from that sale.

\* Have received $500 from Building For Books program.

\* Dori no longer will be working Saturdays as of the beginning of August. Janelle would like to take over, board approves.

\* Summer Book Sale: Kata suggested we hold the sale on Saturday July 26 to coincide with Town Wide Tag Sale. It will be 9-3, with set up on the 25th. Mary, Gloria and Bob will help with set up. If the sale isn't successful we will rethink it for next year.

\* Kata will be out week of August 4th, Donna out week of August 18th. Janelle will cover the evenings.

\* Destiny: Kata and board in agreement to buy Destiny and migrate our data to a remote server in the Cloud, which will cost $1,800 for the migration, $805 per year to host and license it. Kata will be working with area school libraries to see of we can be part of a shared licensing program.

\* Policy on Food and Pets in the Library: after discussion, board agreed that staff can eat their lunches in the library and food can be served for special library events, but patrons cannot bring in food. Well behaved pets on leashes may come in at the librarian's discretion for short periods of time.

Meeting adjourned at 6:35 p.m.

Next meeting September 3 at 5:15 p.m.

**CAVENDISH FLETCHER COMMUNITY LIBRARY**

**573 MAIN STREET**

**P.O. BOX 266**

**PROCTORSVILLE, VT 05153 - 0266**

**NOTICE OF SPECIAL MEETING**

**There will be a special meeting of the library board on Wednesday**

**July 16, 2014 at 5:15 PM in the library.**

**This is a re-scheduled regular meeting to replace meeting of July 2nd**

**which was cancelled / postponed due to prediction of severe weather**

**for the area.**

**Robert Evens**

**Chairman**

**CAVENDISH FLETCHER COMMUNITY LIBRARY**

**EXECUTIVE BOARD MEETING**

**Agenda for July 16, 2014 Meeting**

Approval of minutes of May 7th meeting

**Treasures Report:**

1) Finances to date

**Librarians Report:**

1) New catalog system

2) Summer Programs

3) any other items

**Discussion with public** - **(only if any in attendance)**

**Old Business:**

1) Report on disaster plan for the library - Carolyn & Julia.

2) Flooring bids - Brian

**New Business**

**Any other business to come before the Board**

**Executive Session:** **Only if one is needed**

**Adjournment**

**Next meeting is September 3rd, 2014 at 5:15 PM at the library.**