

Library Board – Draft Meeting Minutes

April 11th, 2018

Present: Jeanne Engel (Librarian), Jessica Bickford, Stacey Waterman, Sabrina Rossi, Jasmine Yuris, Jane Marshall

1. Call to order, 6pm.
2. Minutes from the March 14th, 2018 meeting were approved with two minor changes. Jeanne Engel is noted as the Librarian under “present” and her name was removed as a voter in section 5 of the minutes.
3. Librarian’s Report: Jeanne noted that what she had to report would fall under other categories on the agenda and to proceed with the meeting.
4. Renovation Project Proposal - Jessica presented the two options the library is exploring for improvements proposed by the renovation committee to library donor, Robert Schultz. Jeanne and Jasmine outlined the first of these options which is a proposal to order a new librarian’s desk, which would accommodate both librarians. The new desk would go in front of the fireplace to free up space elsewhere. The second proposal presented is to renovate the children’s room. Jasmine detailed ideas put forth by the renovation subcommittee. As the library moves forward with the desk and children’s room renovation, the Board would prefer for work to be done by local craftsmen if possible.
 - a. Stacey from accounting noted that the donor check would show up on financial report, it so will be public. Additionally, the work of year will acknowledge the renovation so the board felt that Robert should be named as the “Robert Schultz” gift/donation.
 - b. Jeanne and Jessica will communicate with Robert as plans progress. Jeanne will gather the design and price of items and present to Robert, beginning with the new desk. Robert would like to see the items as they are purchased.
 - c. Questions arose regarding timelines to meet budget year requirements. Rosemary will be contacted to gain clear understanding before proceeding. Additionally, time will be needed to be built into any plans to gather estimates from local craftsmen as part of renovation plans.
 - d. The renovation committee will meet closer to May again to begin solidifying renovation plans. Jeanne will check out the desk build possibility in Hardwick, including cost estimate and scope project.
 - e. Additional grants will be explored to provide additional funding for the renovation.
5. New Youth Services Librarian, Kristen MacDowell, has been hired. Jeanne is working with her on start date and first projects. Becca intends to spend time in the basement organizing to make the transition easier for Kristen.

6. Discussed possible farewell party for Becca, Jeanne will check with Becca on best dates.
7. Official welcome for Kristen discussed. Jeanne will talk to Kristen about it. Jeanne will put something on Front Porch Forum when dates determined.
8. Budget - discussed possible changes in FY19 budget.
9. Adjourn @ 7:26 pm

Next Regularly Scheduled Meeting: May 9th, 2018 6:00pm