

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING AGENDA
SAL Room, North Main Street
Monday, March 14 2016, 4:30 PM

Approved Minutes

Attending: Freya Chaffee, Harriet Grenier, Dan DeSanto, Mary Kasamatsu, Bill Shepluk

1. Meeting called to order by Harriet at 4:06
2. New slate of officers presented by Freya:
 - a. Chair – Dan DeSanto
 - b. Vice-chair – Harriet Grenier
 - c. Treasurer – Alice Durkin
 - d. Secretary – Freya ChaffeeHarriet moved to accept new slate of officers, All voted to approve.
3. Changes/adoption to agenda: None
4. Approve minutes of February 8: Harriet moved to accept as presented, Dan second. Motion Carried.
5. Treasurer's Report: Alice on vacation. Harriet provided information on Trust fund & VSECU, \$342,103 now on hand.
 - a. Bill presented budget report through the end of February – staff line item at 16% already – probably due to extra hours with move. Staff has to get overtime but they can bank a certain amount of comp time. Library Commissioners regulate comp time of employees (adopt same personnel policies that town has). Since the librarian is a director, she does not have to turn in a detailed time card. Just say worked ____ hours (and put in vacation or sick time, if any.) Building spending has turned out to be more on electricity than ReArc estimated.
6. Library Director's Report
 - a. Review of Mary's proposed new activities for programs
 - b. Discussion of charges, policies & contract for using Library Activity Room. Issues: sales pitches, recurring meetings. Dan will set up Google Doc that we can all work on with things we would like to include in policy – discuss at next meeting.
 - c. Harriet suggested implementing projects at Rotary, could get instructors for special programs, show things that we can do. Contact Dartmouth Journal to do a program with them. Come for lunchtime break? Squishy circuits? Also State Employees – a noon time group to come for workshops.
 - d. Special kids programs late Saturday morning after sports events - 10:30, 11:00 am (or even earlier for younger kids) morning activities for kids for a short program.

- e. Implement a Teen Advisory Board: Relationship with Harwood Librarian – check with her. Ask Emma Jean about some kids.
- f. Book Sale or not? Think about a book sale.
- g. Can we think of a special fun event for Friends to do? Ask Roy for ideas about getting the word out.
- h. Get groups who could do a special project for the library? Rotary, Dartmouth Journal, Harwood kids, GMCR?

7. Other Business:

- a. Discussion of Janes collection & turning over to Historical Society- see “e”
- b. Review three library work room policies sent by Dan – Dan will draft a policy in Google Docs that everyone can add to.
- c. Art Display information – Freya to draft a policy and application, working with Whitney.
- d. Update on gardens – stone garden words being done now – Harriet will receive the list of words and we can decide on them.
 - i. Literacy garden by A River Runs Through It garden club – President of club has talked Evergeen Gardens, Carol, and they have come up with some ideas. If Carol can come up with master plan, we can show the Select Board to keep them up to date. Harriet has found a source for getting stones for edging of Word Garden.
- e. MOU regarding Janes artifacts which are stored at the Vt. Historical Society. Chris Nordle asked us to talk with Don Schneider about this. Harriet has talked to Don - we need a letter of transfer. We raised \$900,000 for the library but we need to provide a paper trail to show that we used the funds, including the Janes collection, for the new library. Dr. Janes items will go to Town of Waterbury under the care and management of the Historical Society. Should be publicize that we are transferring these to the town and the care of the Historical Society? (Article to say that Dr. Janes artifacts are now on display at the Historical Society under the Management by the H.S. but owned by the town.)
- f. Town Officers Training happening in April. Look at date.

Agenda Items for next meeting: Policies for Library Work Room, Art Exhibits, words for Stone Garden, Janes Collection MOU.

Next Meeting: April 11, 2016 at Waterbury Public Library
Adjournment: 5:30 p.m.

Submitted by Freya Chaffee