

## WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING

28 North Main Street

Monday, September 10, 2018 - 4:30 PM

1. Call meeting to order. @4:35PM
2. Change/adoption of agenda.  
Alice approved the agenda; Shannon seconded.
3. Approve July, 2018 minutes.  
Alice approved the minutes; Shannon seconded.
4. Town Manager's Report  
Initially skipped because Town Manager not present.
5. Treasurer's Report
  1. Almy gave Alice copy of last month's report given to her by Bill that morning
  2. Library trust fund value increased in the last month
    - a. Explanation of trust fund usage and contributions to town
  3. Last year we agreed to allow trust funds for long term large library expenditures (durable goods)
  4. Almy asked the process and we decided that Director would have to present proposal to commission and it would have to be voted.
  5. Town was paid \$35,000 in May
  6. Alice provided an explanation of how the trust fund money is divided; every year we give the town x amount of dollars.
  7. Dan now has signing authority on VSECU account but Alice is still the only person on the Morgan Stanley account.
  8. Discussion of trust/ updating the trust account
  9. Almy asked about SAL room fees and policy of those being paid to the town. Why not Fund 14?
6. Library Director's Report
  1. Almy asked for brief summary of the budget process.
  2. Dan raised the idea of creating a schedule for commissioners. (With dates including when we start the budget process, etc.)
    - a. Dan thought November for draft, December for final, January to present to select board, and March to be voted on at town meeting
  3. Almy asked about trustee resources.
    - a. Dan provided us with binder of trustee handbook and bylaws
      - i. Would like to add policies at some point. (I.e. Privacy)
        1. Also great idea to add policies to the website
      - ii. Explanation of privacy policy followed
      - iii. Asked Almy for meeting room policy
      - iv. Digital space for commissioners that's secure? (Not Google)
      - v. Bob created a partition of the server of Mary's files. Almy also has her own partition.
      - vi. What does Select Board use for their docs?
  4. Bill stepped in for a brief Town Manager report.
    - a. Almy and Bill reviewed the budget. Few line items are over but nothing to worry about.
    - b. 67% of year-budget 41% (spent or left?); some transfers have not gone through yet.
    - c. Town website is not updated with current commissioners or meeting notes.
    - d. Bill agreed to meet with Almy in October to discuss budget a bit earlier than usual.

## 6. Resumed Library Director report

- 1) Trouble covering vacations-substitute pool? There is a sub line in the budget.
  - a) Sub pay is \$10.50. Discussed comparable libraries and comparison pay.
- 2) Dan asked about Almy meeting 1-1 with staff. Scheduled meetings for most employees this week and next. One waiting to be scheduled.

## 7. Other Business:

1. Alice discussed great ideas people suggested at interviews. First Wednesdays through VT Humanities Council
  - a. Almy believes the VT Humanities Council chooses the sites.
2. Christine wondered about programming statistics. What affects programming?
3. Discussion of different unique programming ideas
4. How to target populations not engaging with the library? (I.E. teens)
5. Discussion of nontraditional collections (i.e. Snowshoes)
6. Discussion/suggestion of Teen Advisory Board
7. Staff wants more of a connection with Commissioners.
  - a. Suggestion of rotating staff at Commissioners Meeting
8. Went into executive session.
  - a. Alice moved; Christine seconded.
9. Christine made a motion to come out of executive session. Shannon seconded.
10. Tentative next meeting: Wednesday, Oct. 10 (due to Indigenous Peoples Day)

## 8. Adjournment

Next Regular Meeting – Monday, October 8th, 2018 @ 4:30