

## **Pierson Library Board of Trustees Minutes**

June 20, 2019

7:00 PM

### **Town Offices**

In attendance: Trustees: Barb Comeau, Lisa Merrill, Laureen Mathon, Jane McKnight Ribollini, Cathy Townsend, Ruth Hagerman, Library Director: Kevin Unrath

1. Call to Order 7:02 PM
2. Lisa moved to approve agenda, Barb seconded, motion approved unanimously.
3. Barb moved to approve minutes of May 16, 2019 meeting, Lisa seconded, motion approved unanimously.
4. Public Comment – No public present
5. Barb presented Treasurer’s Report. Not much activity. Discussed low interest rate on money market account and whether it made sense to combine the 2 accounts. Decision made to leave as is for now.
6. Kevin presented Director’s Report. Circulation was up again this past month over last year, even in the temporary space. Visits do not appear to have increased so not sure what is driving, the numbers – it could be increase in programs or also the rain? He will edit his report to remove the Vermont Community Foundation funds from the materials replacement fees so the number is more accurate.
7. Kevin also presented the Project update along with Ruth and Cathy. The solar contract was signed with Encore Development which will result in significant savings to the Town and the building will be net zero. The basement of Town Hall has been completed enough for it to be turned over to the Town and Library so the Library has been actively putting stuff in there in anticipation of our move. We still do not have a set moving date because we must wait for the elevator company. They are tentatively scheduled for the 30<sup>th</sup>. The millwork, birch is being installed currently in the library covering some of the columns and beams and it looks fabulous. Overall, the project is moving ahead towards completion.
8. Naming rights are being determined now and discussion ensued about the possibility of naming a room or area on the second floor in honor of all past, present and future trustees. It was agreed that this would be a nice gesture due to how long this project has been in development with the various trustee groups over the years. It was decided to name one of the conference rooms for the Trustees. There was also discussion around other naming opportunities for bequests and what rooms and areas might be appropriate for these naming rights.
9. Discussion regarding changes to the Library policy manual dated June 20 2019
  - 4.3.4 – Alcohol policy - change notice from 5 to 10 days as Kevin needs it 10 days before event.
  - 5.3 – Meeting rooms policy – reference to conference rooms will be changed to “meeting spaces”

- Change frequency limit from every 2 months to once a month – when only had one conference room, it made sense to limit frequency of group’s using it, but we should change this to be less restricting now that we have more spaces.
- Should the scheduling of meeting rooms be its own section?

1.3.2 – reword and remove the double negative so it is clearer. Also on #6, move definition of Temporary Residents here so it is defined when used, not later in 1.3.4.

Jane moved to amend the above changes as presented, Laureen seconded and the motion passed unanimously.

10. Discussion of the consideration of the sale of Library-owned property & disposition of funds. After discussion, decided not to take action at this time.

11. Discussion of Trustee fiscal policy and opening of a CD at a local bank. All agreed that it makes sense to consider opening a CD or account that could earn more interest. Barb agreed to look into the various local options and rates and get back to us at our next meeting.

12. Discussion of the Library Director’s discretionary funds and how he would like to use them. Kevin requested the following:

- **Website Re-design** – in need of updating – cost of approximately \$2,000
- **Leasing Artwork through BCA** - There is an immediate need for art in new library building and difficult to buy art prior to opening and to adequately purchase it when we have not “lived” in the space yet. Cost to lease is \$750 for 4 months, 10 pieces of art.
- **Funding Program Series** – Kevin has proposed a Second Wednesday program series similar to the Vermont Humanities Council First Wednesday programs. He has already lined up some speakers and events and would like to use \$1,000 of this discretionary fund towards this program. He will have a donation box at these programs as well.

Barb made motion to spend \$5,300 on these 3 priorities, Lisa seconded and the motion passed unanimously.

13. Discussion of adding bequest wording to webpages & stationary now and into the future. All agreed it made sense to add this as standard part of our printed and online materials.

*Interested in including the Pierson Library in your estate planning or giving a memorial gift?  
Please contact us at (phone) (email) to learn more!*

14. Discussion of the process for the Director’s annual review which will take place in July. We have goals from last year and will have Kevin do a self -evaluation, along with feedback from the Trustees and Town Manager. Jane and John will join Lisa in conducting his review. His future goals will be shared with the trustees at the next board meeting.

Next meeting, **July 18, 2019**

16. Laureen moved to adjourn the meeting at 8:55 PM, Barb seconded, meeting adjourned.