

PEACHAM LIBRARY MEETING MINUTES (UNAPPROVED) JANUARY 5, 2015

In attendance: Julieann Barney (JB2), Becky Lafferty (BL), Becky Jensen (RJ), Jen Burchell (JB3), Joe Alper (JA), Cornelia Hasenfuss (CH), Carolyn Deasy (CD), Gary Swenson (GS) Joanna Bodenweber (JB). Absent: Jim Minichiello (JM)

1. Call to order: 7:05 PM.

2. Additions and changes to the agenda: employee uncompensated hours, open meeting law review

3. Public Comment: None

4. Consent Agenda:

12.1.14 minutes and Director's Report approved. CH moved. JA seconded.

5. Committee Reports

A. Personnel Committee will hold a meeting soon. BL asked RJ if she would be able to write her self-evaluation by the next Board meeting. RJ was not sure but will try.

B. Finance: CH reported that the Finance Committee had met with a representative of the investment manager of the Library's investment funds. The Finance Committee reported that in its view the rate of return earned on the Library's funds, compared to appropriate investment benchmarks, is in the acceptable range. The Committee also was of the opinion that the fee level for management is appropriate. As a further enhancement to the Library's internal financial controls, the Finance Committee recommended that the procedures for transferring funds from the Library's Investment account to its operating checking account be revised. Whereupon GS moved that the following resolution is adopted: "Resolved that: the Corporate Authorization Resolution regarding the Library's investment accounts maintained at Passumpsic Financial Advisors in the form attached to these minutes be hereby authorized and approved". JB seconded. The motion was unanimously passed.

C. Physical Plant: JB2 never heard back from Trent Roy about replacing the bases for outside stair railings. She will contact Phil Jejar and Eric Esser to see if they might be able to repair the railings.

D. Outreach: Coffeehouse on January 3 was canceled due to weather. There is the possibility that it may be rescheduled for later in the month. Other coffee houses will be February 7 hosted by JB3 and JB, and March 7. JB2 and CD will host in March.

E. Friends: Holiday Tea was a great success with \$1,018 tallied for the event. The next FOPL event will be the Flea Market in the spring.

F. Technology: none

G. Nominating: Rusty Barber agreed to join the Nominating Committee. CH moved that Rusty Barber be appointed to the Nominating Committee. JB2 seconded. Approved.

H. Renovation: The next committee meeting will be January 29th.

6. Old Business

A1. JB2 asked for assistance in posting the Library Board meeting agendas. JB3, RJ, and CH volunteered to help post the agendas at the school, the library, and at Town Hall.

A. D & O Insurance. The application will be filled out soon by JB2, CH and Sam Kempton.

B. Board Self-Assessment. The board reviewed the self-assessment worksheets handed out by RJ (attached). Suggestions were made to items:

#9: Improve the orientation experience for new Board members

#10: The Board is in the process of evaluating and improving financial policies to protect the Library's assets

#13: Check to make sure the Library's annual audit complies

Board strengths: deep roots in the community, attentive to financial management; creative, encompassing, and affordable events; competent; work well together; pleasant meetings; diversity of backgrounds; strong Library Director, a good collection; services are current and meet the needs of the community.

Board improvements: efficiency, fundraising, tighten up financial procedures, encourage new members, publicize the Library's needs to the community in a better way.

Comparison with other Boards: excellent

C. Continuing Education. RJ reminded the Board that they are required to take part in some form of continuing education each year. An upcoming event in Rochester VT on January 21 about Library renovations will qualify if anyone can attend. RJ also asked for help in promoting "geek the library" an upcoming ALA initiative.

D. Winterfest/ Coffeehouses. JB2 will substitute for CH in hosting the March coffeehouse. CH reported on her meeting with the Collaborators Winterfest committee. The dates have been set for February 27, 28 and March 1. The Library Board originally had plans to sell chili and hot chocolate and build and supervise a bonfire for folks sledding behind the firehouse. Questions arose about whether enough Library Board members will be in town on March 1 to help out. Questions also arose regarding the types and amounts of insurance the sponsors of the event will obtain, changing the date, and selling fundraising buttons for the event. CH will ask the Collaborator's Winterfest committee about the Board's questions and report back. After that a decision will be made about the Library's participation.

E. Appropriation Request Petition. JB2 will draft a petition, with assistance from Board members.

7. New Business

RJ reported that Dean Bornstein and his band offered to play a benefit dance for the Library. It was agreed that this will be a good event for May or June.

JA suggested the need to discuss the librarian's uncompensated hours. BL asked RJ to add that information in her self-evaluation. It was decided that Becky's self-evaluation and the questions concerning uncompensated employee hours will be discussed by the Personnel Committee which will then make recommendations to the full Board.

Meeting Adjourned: The meeting was adjourned at 9:10. BL moved and JB3 seconded.

Respectfully submitted by Joanna Bodenweber