

## Grand Isle Free Library Minutes

August 19, 2019

I. The meeting was called to order at 6:32 pm by Karen Allen

Board Members Present: Karen Allen, Colleen Bushway, Howard DeMars, Glenda Leake and Kate O'Neill

Library Director: Rhonda Richard

Community Member(s) Present: Friends of the Library: Carolyn McCray, Barb Capen, Pam Starbuck

Amend Agenda for Matters Not Listed: Visit from State Librarian

Glenda reported that an article in the Islander stated that the State Librarian would visit the library Tuesday, August 20 as part of Governor Scott's "Capital for a Day" program. The Library board and director were not contacted prior to the notice in the paper. Glenda contacted various people. The visit and time was confirmed later in the day via an email to Rhonda from the State Librarian, Jason Broughton for Tuesday afternoon. Any who can attend are welcome

II. Secretary's Report

Minutes of the June 10, 2019 meeting: Copies of the meeting were available to the board for review. Glenda moved to accept the minutes as written, Karen seconded the motion. There was no discussion. The minutes were passed unanimously.

Minutes of the June 28, 2019 Special meeting: Copies of the meeting were available to the board for review. Colleen moved to accept the minutes as written, Kate seconded the motion. Howard asked that thanks to the library director be added along with expression of our respect for the job she is doing. There was no further discussion. The motion passed with four trustees in favor; Karen abstaining as she was not in attendance.

IV. Librarian's Report

The Librarian's report was given out of order as some of the report impacted the treasurer's report.

Rhonda presented the Librarian Director's Report. Copies were made available for the board to review. Rhonda described her efforts with the Library Outreach Service for families who access the Food Shelf. Rhonda will repurpose books deemed unusable by the library and donate them to the food shelf (especially books for children of all ages). Howard moved to accept this effort, Kate seconded. Passed unanimously. Most of the money budgeted last year was spent on new books. There are many new books in the library, with more being ordered.

Milton may have to be repaid for books taken out by a Grand Isle patron. Rhonda has contacted the delinquent patron.

Howard thanked Rhonda for the efforts being made to further early childhood education and involvement in the library. Story time continues to be very successful.

### III. Treasurer's Report

Colleen discussed the Treasurer's Report as presented. Copies were made available for review and discussion. Colleen was unable to talk to Melissa prior to our meeting. The report is off \$0.11. Rhonda understood from Colleen that money that was budgeted in the 2018-2019 budget for book purchase could be carried over and used in the current fiscal year. There is a large order that was held off because of this information. Colleen stated that if the books were ordered in last year's budget it was o.k., but that books ordered after July had to come out of the new budget and that remaining money would be put in the building fund. All new book purchases will need to come out of the new budget. We are still waiting for the check from Melissa for \$292.50 to be deposited in the ILL fund. Colleen will follow up.

A check will need to be cut to reimburse Milton should it become necessary. Colleen would like to be reimbursed for her travel to obtain supplies for the library. Howard made the motion to reimburse Colleen, Karen seconded. Passed by four trustees with Colleen abstaining. A check will be cut for the amount.

Kate moved to accept the treasurer's report, Howard seconded. No further discussion. The report was passed unanimously.

### V. New Business

a. Kate and Glenda attended the 2019 Trustees and Friends Conference May 21, 2019. Ideas for fundraising were presented. Most useful was the networking with other libraries.

b. Glenda presented the updated Policy manual. Many sections need to be updated. All the policies should be signed and dated when they are presented. Further discussion will be at the October meeting.

c. A copy of the Library Director's Job Description and the Review Form were handed out to all Trustees and the Library Director (for self evaluation). The Library Director was requested to email her evaluation to the trustees the end of September so the trustees have time to look at it. The trustees will meet in Executive Session Wednesday October 16 at 5pm. Rhonda will be invited in at 5:30pm. The October meeting will commence at 6:00 pm.

### VI. Old Business

Safety Information: A revised Health and Safety Information Guidelines were made available to the board for review by Karen. The AED is still not installed. Because this will go into the Policy Manual, it was tabled for final consideration at the October meeting. Glenda will try to find out when the AED will be installed and schedule training. Karen will present a copy at that time with revisions.

VII Colleen moved to adjourn the meeting at 7:57 PM. Kate seconded the motion. Passed unanimously. Note new date/time: Because of the Columbus day holiday, we will meet Wednesday, October 16 at 5pm in Executive Session to review the Library Director, Rhonda will be invited in at 5:30pm and the regular October meeting will commence at 6:00pm.

Respectfully submitted,

Glenda C. Leake

At the conclusion of the meeting, Barb Capen from the Friends Group gave a quick update They have advertised in Front Porch Forum that they will collect books for resale Saturday, August 24 from 10-2pm at the Grand Isle School. The proceeds from the sale of the books will go the the library fund for the Friends to support the library director. They will be meeting in October.