

Pawlet Public Library
Board of Trustees
Minutes
March 15, 2018

Present: Mary Lou Willits, Joanne Van Meter, Diane Mach, Marty Kravitt, Janno Gay, Mary Ellen Norton

Approved February Minutes

Approved Agenda

Welcome new Board Members Marty Kravitt & Diane Mach.

Trustee orientation binder and board contact information given to new Trustees.

October Dinner & Silent Auction at the Barn Restaurant scheduled for Thursday, Oct. 11 at 6 p.m., with space available at 5 p.m. Board will establish a theme and send out mailings which will serve as a reservation form and payment request for ticket cost of \$25 ea., along with an appeal for silent auction donations.

The board will begin to solicit silent auction items, with a focus on a few higher value items and unusual themes. Mary Lou suggested a variety of silent auction items, including hosting a dinner for 6 at her home, wine basket with several varieties, Marty will donate 2 hours of architectural service, Janno will donate pottery painting instruction, etc. The Board established a fundraising goal of \$2-\$3,000. With loft (30) and main dining room (50), seating capacity at the Barn is 80.

Fundraisers & Book Sale The board and Mary Lou agreed that focusing on fewer, large fundraisers in addition to our annual appeal, and investing time in donor stewardship would be a more efficient way to raise funds. Marty suggests an exclusive book sale sneak preview for collectors, professional book dealers and teachers. This would include an entry fee on top of book prices allowing first choice on the evening before sale.

Events Marty suggested possible event ideas for the future with guest authors such as well-known author Alex Kershaw, who recently appeared at the Manchester Community Library. Marty also mentioned "Great Discussions", a book group based on global affairs, as an example of an independent group that could schedule programs at the library.

Focus Groups Mary Lou has been arranging focus groups to determine what programs and activities would benefit our community. She has already met with a child/ family focus group. The Rutland Regional Medical Center and the Rutland office of the Vermont Department of Health have reserved the Reference Room for a focus group on community health on April 24 at 5 pm. They will publicize, and Mary Lou will attend with two other community members.

Librarian's Report Monthly use/circulation report reviewed. Interlibrary loan activity and library holdings reviewed. Discussion about use fees; educational, non-profit & profit under review as part of reviewing

Use Policy. Discussion tabled until more information is gathered. Mary Lou mentions that one option in the future is that anyone wanting to use space outside of library open hours will only have access to downstairs when lift and bathroom construction are complete. The Town of Pawlet has hired architect Ralph Nimtz, Wallingford, to design the lift addition.

Programs & Grants Mary Lou has completed the public program schedules for adults, families and children. Programming will begin in April and run through December. Mary Lou will handle all publicity and has completed a large format brochure to be included in mailings and serve as handouts. Press releases, social media postings and website updating will be ongoing as the schedule of programs progresses. Printed flyers/posters are to be included in Mettawee Community School's weekly Big Blue take home folder.

Mary Lou has been awarded all the grants that she applied for. This includes three Vermont Humanities Council (VHC) grants; two will underwrite the Speakers Bureau presentations in May and September, and the third will underwrite the Vermont Reads program in November, which includes 25 free copies of the book *Bread and Roses, Too*. Copies will be available during the bus ride for those who attend the King Arthur Flour Bus Tour and Demo. The bus that Mary Lou has accessed to transport guests to King Arthur Flour will include a video showing of the 2015-2016 National History Day documentary based on the historic textile mill strike in Lawrence, Mass., *We Want Bread and Roses, Too: The Bread and Roses Strike of 1912*. Two additional programs in November complete the Vermont Reads series—a book discussion with the Tea Read Book Club, and a visit to the Slate Valley Museum. At Joanne's request, the book discussion is scheduled for Tuesday, Nov. 13, 1-2pm. The visit to the museum will be on Saturday, Nov. 17, 1-2 pm. Mary Lou has contacted Haystack Hustlers activities organizer to invite them especially for the discussion and tour. VHC grants provide additional printed material for our publicity and program listings on its website.

The Vermont Dept. of Libraries will underwrite the Modern Times Theater Program and the Summer Reading program for grade school students. The puppet theater and music performance, *That's What I Call Sweet Music: The Troubles & Travails of Puppetry's Favorite Loudmouth, Mr. Punch*, scheduled for Sunday, June 17, will be held inside the library in the reference room. Our seating capacity is 50, with mention of the Town Hall serving as an alternative space if attendance exceeds our space capability. Marty mentions that a fire warden may need to be present during performance if it is to be held at the town hall. A pre-event get together at the library was suggested which would include a sign-up table for the Summer Reading Program. Joanne suggests a gift as an incentive for the children who sign up. Mary Lou has been awarded a \$250 Stewart's Holiday Match grant, which will cover payment for an educator for the summer reading program. Mary Lou is considering applicants and scheduling interviews. Elizabeth Gibson will secure underwriters to offset the cost of hiring the Washington County Band in August. Mary Lou reports that we will be well within budget on all programs April through December.

Website Mary Lou has updating the library website, adding new tabs, and completing each page. She finds the website program adequate. She will update monthly and will add images and color to enhance its look.

Work Plan Calendar Review

Janno is researching taker for book left overs. Thrift Books is a candidate, depending on how many boxes their containers take. Joanne suggests transferring library books to book sale if they have not been checked out in 3 years, instead of the current practice of 5 years.

Stewardship Exhibit Preview

Our first guest speaker, Philip Ackerman- Leist will meet and greet invited guests during the exhibit preview downstairs an hour before the start of the public program. Guests will include those who donated to annual fund, volunteers & potential patrons. Mary Lou will appeal to Hick's Orchard (cider) and Consider Bardwell Farm (cheeses) for local specialty food donations that are relevant to the theme of the exhibit and lecture to be served at preview. Janno has requested permission from select board to serve tastings of hard cider. Joanne volunteers to bring additional hors d'oeuvres.

Financials

Review of library funds—checking, money market, CDs, and endowment investment at Vermont Community Foundation. Marty suggests that when CDs come up for renewal, the money be invested in mutual funds or some other type of investment that would yield more growth. Marty said he would investigate finding someone who could advise us in low risk investments.

By-law review tabled.

Next meeting set for Monday, April 2, at 6 p.m.

Adjourn