

Pawlet Public Library
Board of Trustees Meeting
April 2, 2018

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

Approve March Minutes

Approve Agenda

Joanne would like to review library closing procedure.

Director's Report: Mary Lou has posted an e-mail on the listserv for Vermont Libraries, requesting information about any facilitators having a background in 3 to 5-year strategic planning for libraries. Mary Lou relays that by using focus groups, we will engage the community to evaluate space and other services. Marty mentions that 81% of State libraries receive money for materials from town taxes. Marty asks about PPL endowments. Mary Lou relays that we have one, valued at around \$17,000, which is invested at the Vt. Community Foundation.

Lift Expansion: Mary Lou and Marty have met with Ed Cleveland and architect Ralph Nimtz to review the proposed architectural plans for the lift expansion. Mary Lou points out that since the building is town owned, the select board makes the decisions as to how the accessibility issue is resolved. The proposal for a lift expansion will most likely be ready to go on March 2019 ballot for voter approval. The architectural fee has been allocated for the current fiscal year. The early estimate for this project, provided by the architect, is at least \$150,000.

Marty reports that the proposed lift addition would create a new back entrance door to the library, situated where adult large print books are currently housed. Bathroom cost likely more than expected because kitchen wall would need to be relocated and toilet would require pump. The addition plans include a covered vestibule with patio; a good sized build out, with the lift serving the library floor and the lower floor to access the Waite Room. According to Marty, the original cost to renovate the library back in 2000 was \$265,000. Marty points out that the lift expansion would be more than half of the original cost to renovate the whole building

Marty suggests proposing a different option as a less costly solution to the handicap access, such as extending the roof to cover the existing ramp. This would eliminate the cost of demolishing and removing cement ramp as well as having to establish a new entrance in the back. A professional cost estimator will estimate the construction cost once the architectural plans are final. This will cost the town about \$1,000.

The professional cost estimator's figure will be given to the Select Board, and then the project will go out to bid if the voters approve the ballot. Marty noted that Chris Cole is an estimator that he recommended to the architect.

Mary Lou and Marty have discussed ways to advocate for this ballot item. Diane points out that the general public has not seen the plans, and it would be a good idea to have a detailed drawing of plans with description available for public view. Joanne suggests that we invite Ed Cleveland to the May library board meeting in order for trustees to have the opportunity to review and discuss the plans. Joanne said she would contact Ed to invite him to the May board meeting.

Mary Lou has forwarded to Ed Cleveland two different grant opportunities for the lift expansion: Vt. Council on the Arts Cultural Facilities grants, and USDA Rural Development grant. Planning will need to be in place, including timeline, and the Town will need to apply for these grants.

Strategic Planning: Mary Lou encourages the library board to create a 3 to 5-year strategic plan. She has posted an e-mail on Listserves at Vermont Dept. of Libraries, requesting recommendations for a strategic planning facilitator who is familiar with libraries. Mary Lou states that by using focus groups during the strategic planning process, the library will engage the community in exploring what services are needed, evaluating library space, and determining the library's capacity to meet community aspirations. Marty agrees with Mary Lou that if we have a sound strategic plan, it would make our appeal for the tax payers' money more effective.

Re-establishing 501(c)(3) non-profit status: The revocation of the library's tax exempt status, due to failure to file a return for three years, served as the impetus to establish a separate Friends Group. Janno discovered that Jay Luebke had registered a Friends of the Library, Inc. in 2005. This will need renewal along with establishing a committed board of directors for the Friends of the Library. The possibility of Library Trustees also serving as Trustees of the Friends group was discussed and needs to be confirmed. Board members will appeal to community members to serve on the Friend's board. Mary Lou points out that many grantors and bequests require that the grantee has a 501(c)(3) status, although there are some grants available to municipal libraries, including some federal grants.

Dinner & Silent Auction: Mary Lou and the Board will send out letters to appeal for silent auction donations, that will also serve as reservation forms for purchasing dinner tickets. Mailing will take place after book sale in late July, using our lists of patrons, donors and volunteers. Ideas were shared around auction items, possible organizations and individuals to contact. The possibility of a live auction was

discussed. The board will get to work with soliciting large items that would bring respectable bids.

Trustee Organizational Meeting & Positions: The board decided to hold an organizational meeting after attending one of the Trustee Training sessions being offered by the Vermont Dept. of Libraries in April. The position of secretary and treasurer need to be filled. Joanne has offered to take over as secretary. Diane will consider the position as treasurer/bookkeeper, but would like an overview with Molly (currently doing our bookkeeping as a volunteer) for a better understanding. Mary Lou offers the library computer for Diane to use for bookkeeping if needed.

Work Plan Calendar Review: Mary Lou enlisted Joanne's help with April's appeal letter, which will be sent to patrons, donors and volunteers who have not yet made donations for FY 2017-18. Joanne will not be here to attend June's meeting. Joanne requests regular updates on the website for weather closings.

April 22 Program & Exhibit Preview for Donors/Volunteers: Mary Lou will mail invitations for the preview reception, enclosing PPL's 2018 program flyer. On April 22, board members are encouraged to attend the preview reception at 2 p.m. to greet and thank current donors and volunteers in the Matt Waite Room. The public program, featuring Philip Ackerman-Leist as speaker, will take place at 3 p.m. upstairs in our reference room.

May Trustee Meeting scheduled for Wednesday, May 2nd at 6 p.m.

Adjourn

Respectfully Submitted,
Janno Gay

