

Library Board Meeting
August 10, 2015, 7 PM, Library Meeting Room
Agenda and Minutes

Attendees: Laurie Colgan, Susan Green, Liza Earle-Centers, Annie Reed, Jennifer Barlow, Grace Gouge, Will Walters (Hardwick Gazette)

Absent:

Time Assigned	Item	Discussion	Follow up Required
5 mins.	Approve agenda	Agenda approved	None
10 mins.	Review minutes and to-do's from last meeting	Reviewed minutes, additional followup items discussed to right.	Concert series for next year - Silent auction board with donors, possible use of adult for passing hat instead of kids. Liza will look into an email for notifying people of donate button for annual appeal. Annie will ask Jet Service about remaining letters or envelopes from annual appeal. Grace will follow up on other library policies for performance review practices.
10 mins.	Librarian Report	Programming attendance are very high.	Susan will discuss with Bobbi the manner fundraising is reported in the financial report.
10 mins.	Budget	BBQ and silent auction are at approximately \$1600 to date, with some expenses remaining. There remains an extra expense for the Tuesday substitute staff position. The Board discussed	At budget time, we need to review the barbeque expenses to make sure they are realistic. Need to discuss a possible concert for additional fundraising.

		possible people to ask to voluntarily staff this position. Two barcode readers needed to be purchased, which had not been anticipated. This makes the budgeted amount exceeded by a huge percent. There was discussion about the ERate and how income comes from the grant for computer internet action.	Liza will followup with a couple of possible substitutes for the Tuesday staffing slot. Liza will request that Bobbi send the financial report to all board members
5 mins.	Summer concert check in	Great feedback on the concert series, the performances have been very well received. Great publicity for the events, attendance higher than last year. Great success.	Add a concert series debrief to the September agenda.
5 mins.	Fundraising Update (BBQ, silent auction, annual appeal)	BBQ - Great quality BBQ Silent Auction - going well, more smaller items on silent auction list. Has gone well. May want to consider auction for harvest festival. Annual Appeal - About \$600 in donations so far. Laurie doing thank you notes. We will place return envelopes at the final concert for people to grab for the annual appeal. Also will notify people there is a donate button on the website. Susan will notify patrons about the new Paypal donate button to her next programming email out.	

25 mins.	Policy review: Review and vote on final draft on Computer Use Policy and review Confidentiality Policy	Confidentiality Policy - Susan corrected the statute reference based on discussion with Michael Roche. A minor formatting edit will be made to clarify the draft policy. Computer Use Policy - Policy accepted as drafted.	Jennifer will edit the Confidentiality Policy to further clarify the authority and conformance Jennifer will format the policies in a similar format to develop a policy binder.
20 mins.	Performance Review Discussion / Brainstorm	Discussed wording for review questions. Discussed asking similarly sized libraries for their procedure. Decided to develop a subcommittee to develop the performance review process.	Jennifer will request to be added to the LibTrust listserve and will contact Michael Roche. Grace will contact a few libraries to find out what their process for performance review is.
15 mins.	Harvest Festival Planning	Popcorn - Anne Apples for pressing - Jennifer (6 big bags of drops) and get brochures Bake Sale - Grace Call people Face Painting - Liza Arts and Craft - Susan Chili Tent - Check in with Friends about Chili Cookoff Table sales - Liza BBQ - Laurie Field Games - Lincoln and Drew McNaughton. Discussed the idea of a Town Photograph for Harvest Festival. Could be possible fundraiser.	Anne will contact the Friends to check in about the chili cookoff. Grace will coordinate the bake sale. Susan will report back on the amount we raised last year. Susan will contact Cold Country and ReBops to perform. Anne will talk with Historical Society about the possibility of a Town Photo.
10 mins.	Thank you notes for all the summer program volunteers, etc.	Developed list of people involved in the summer programming to send thank yous. Drafted thank you notes.	Followup next meeting with the silent auction thank yous.
5 mins.	Proposed agenda for next meeting	Approval of agenda, review and approval of minutes, Librarian's report, budget, Summer debrief (concerts, annual appeal, BBQ, silent auction), Policies to review: Confidentiality,	

		Performance Evaluation Process (cont.), Thank you notes for silent auction donors, Harvest Festival final planning. Next Meeting: Sept. 14, 2015	
--	--	--	--