

Lanpher Memorial Library  
Trustee Meeting

March 12, 2019

4:00 PM

**Board Members in Attendance:** *Chair: Sigh Searles, Co-Chair: Fran Aronovici, Treasurer: Jim Noyes, Emily Dearborn, Ken Geiersbach, Susan Hayes, Library Director: Amy Olsen, Secretary: Melanie Dickinson*

**Others in Attendance:** *Friends Liaisons – Diane Szlachetka and Jack Wool*

**Added Agenda Items:**

- Executive Session to Discuss Employee Performance Review
- Kim Moulton's Memo on Bank Reconciliation

**Friends Report:** (see attached) A variety of programs have been planned for the year.

**Secretary's Report:** The motion was made by Emily to accept the minutes of the special meeting held on February 26, 2019. Seconded by Fran. All in favor. Emily made the motion to accept the February 12, 2019 meeting minutes. Seconded by Susan. All in favor.

**Treasurer's Report:** (See attached)

**Librarian's Report:** (See attached) Amy's report included a calendar of events with many interesting programs and events offered to all ages.

**Old Business:**

- Capital Reserve Fund – Susan had emailed to members a proposed funding plan. Amy is looking into the possibility of a grant from the Department of Building and General Services for improving the sprinkler system.
- Strategic Plan – Under the category, Public Relations, we decided on – 1. Identify needs 2. Identify non-patrons 3. Develop a Survey. A committee consisting of Ken, Fran and Emily will begin work on developing a survey to be sent out to the community.

**New Business:**

- Board Elections – Ken made the motion to reelect the current slate of officers. Fran seconded the motion. All in favor. Sigh would like to step down as chair. Emily made the motion for Fran to become Chair and Sigh to be Co-Chair. Seconded by Ken. All in favor.
- Poetry Slam – Casey Dearborn is willing to facilitate the event. Sigh will contact Geoff Hewitt to plan a poetry workshop to be held prior to the event. Dates will be set at the next meeting.
- Library/Friends Memorandum of Understanding – Emily made the motion to accept the Library/Friends Memorandum of Understanding draft as is. Seconded by Ken. All in favor. The Friends will now be asked to review and approve.
- Trustees/Friends Conference – The conference will be held Tuesday, May 21. Amy will notify when registration is available.
- Other Conferences – The Association for Rural and Small Libraries Conference will be held in Vermont this year from September 4<sup>th</sup> to 7<sup>th</sup>. Amy will attend with the possibility of Christie and Ruth.
- Closing the Gender Gap – Fran shared with us information from Google for setting up a computer science coding program especially targeting girls. Google will provide all materials for the course along with information to train teachers. Fran will find out what programs our local schools are offering at this time and report back at our next meeting.
- Roof/Roofer Update – Emily has not received any new information.

- Bank Reconciliation – Jim will discuss with Kim her suggestion of investing some of our monies from our checking account.
- Performance Review – Emily made the motion to enter executive session to discuss employee performance review. Seconded by Ken. All in favor.  
Emily made the motion and seconded by Ken to exit executive session. All in favor.  
Sigh and Fran will meet to write Amy’s performance review.

**Adjourn:** Emily made the motion to adjourn the meeting. Seconded by Jim. All in favor.

Meeting was adjourned at 6:25 PM

***Next Meeting: April 9, 2019***