

Lanpher Memorial Library
Trustee Meeting

June 13, 2017

4:00 PM

In Attendance: Chair: Sigh Searles, Co-Chair: Fran Aronovici, Treasurer: Jim Noyes, Emily Dearborn, Ken Geiersbach, Library Director: Amy Olsen, and Secretary: Melanie Dickinson

Added Agenda Items:

- Al Lettieri's Contract
- Tour of Basement Walls / Sisler Brothers Quote

Friends Report: No report at this time.

Secretary's Report: The motion was made by Emily to approve the minutes as read. Seconded by Ken. All in favor.

Treasurer's Report: (See attached) Warrants were approved by the Trustees. The Trustees reviewed and discussed what funds are still available of the 2016 – 2017 budget.

Librarian's Report: (See attached) The summer reading program will be held at the Lamoille Middle School gym. Installation of air conditioning is scheduled for June 19th and 20th.

Video: Working with Friends: We will view this next month.

Old Business/Reports:

- Calendar
 - Fund Raising Letter Committee – Ken will chair this committee consisting of Susan and Melanie. A letter to be mailed in late September will be presented for approval at the September meeting.
 - Bliss Fund – No action taken at this time.
- Update on Painting – Emily will meet with Tim Martin and Kevin Moody for a walk through of the library. She will request their quotes to be submitted by August 1st.

New Business:

- ***Thank You Card*** – A card was signed by members. This will be sent with a gift card to Casey Dearborn.
- ***Memorandum of Understanding (Friends)*** – Amy will present the memorandum draft to the Friends for their consideration.
- ***Assistant Director Job Description*** – Emily made the motion to accept the job descriptions of assistant library director and circulation librarian as modified. Ken seconded the motion. All in favor.
- ***Love Seats*** - After the air condition is installed and the main floor has been reorganized, the love seats will be purchased to be placed by the fireplace.
- ***Planning for Volunteer Acknowledgement Week*** – Each volunteer will be presented a small gift to show our appreciation.
 - Sandy – Tuesday (Emily and Fran)
 - Robin - Wednesday (Sigh and Fran)
 - Kathy – Friday (Mel)

Other volunteers to be recognized at another time are Mallory, Tammy and Eliana. We will also plan to honor our volunteers at our October Awards Event.

- **Other Business:** Fran made the motion to approve the contract as written for Al Lettieri. Motion was seconded by Ken. All in favor. Al requested a raise to \$70 a week. The contract also provides for extra payment for time to clean carpets and rental fee for carpet cleaner.
- **Basement Wall Project** - Emily received a quote of \$4,000 from Sisler Brothers to spray foam on the deteriorating basement walls. The Trustees walked through to observe which walls will be involved in this project. This project will be considered for a project for next year.
- **Adjourn:** Motion was made by Emily to adjourn the meeting. Fran seconded the motion. All in favor. Meeting was adjourned at 5:25 PM.

Next Meeting: July 11, 2017