

Appleton Library May Minutes
November 28, 2018

The meeting was called to order at 7:03 on November 28, 2018. Trustees present were Margaret Wilson, Jessica Pearson, Victoria Bucklin, Annabel Turnbull, and Debby Keiran. Select Board Representative Heather Wyman was present. Library Coordinator Julie Sells was not present. Trustees Nancy Brown and Jessica Whitworth were not present.

Minutes: Margaret Wilson made a motion to accept the October minutes as amended and Heather Wyman seconded it. All were in favor.

Treasurer's Report: The board members discussed renaming the budgeting line "New Building Account" to be "Building Account." The term "Building Account" more closely reflects the manner in which the board uses the allocated funds in the current account. The building of the new library is complete. Now we need to focus on upkeep and improvements to the library building. The money in the "Building Account" will help us to pay for the important task of maintaining the library building. Margaret made a motion to officially change the name of the "New Building Account" to "Building Account." Debby seconded the motion and all were in favor.

Following this decision, the board discussed transferring \$1700.00 from the Building Account to the General Fund. This amount would reimburse the expense of the recent repair of our heating system that had previously been paid for out of the General Fund. Margaret made a motion to transfer \$1700.00 from the Building Account to the General Fund. Jessica Pearson seconded it and all were in favor.

Coordinator's Report: Julie Sells was not able to attend the meeting. A Library Coordinator Report was provided. The board read over the report at the meeting. We were quite excited to hear that we received a grant that will help cover the cost of an Animation Workshop being held this summer at the library.

Action between Meetings:

1. Surveys: A good amount of the surveys that were handed out on Election Day were filled out and returned to the library. Board members will look over the surveys and apply the information to our strategic planning project.
2. Souper Supper Confirmation: Heather confirmed that Rosie, the auctioneer is available for the Saturday, January 19 date of the Souper Supper at AVS. Jessica Pearson will hand in the application to the Appleton Village School to reserve the cafeteria for the July 19 fundraiser.

Old Business:

1. Strategic Planning Update: The Third Thursday talk in January will be focused on gathering information from the community and discussing responses to the survey. The date of the talk will be January 9, 2019. This talk will be facilitated by the board members.

New Business:

1. Journey to Health-approve charge: The board approved the \$10 per week charge for the Journey to Health nonprofit group to rent out the meeting space. The organization is offering affordable yoga classes to students that sign up for the 6-week class that they are offering.
2. Hiring Committee: Victoria Bucklin will be the Chairperson of the Hiring Committee. Margaret Wilson, Heather Wyman, and possibly Jessica Pearson will also join the committee.
3. Building Use: The board agreed that the library meeting room should be made available for town use when needed without being charged a fee.
4. Budget Committee: Debby Keiran, Heather Wyman, Victoria Bucklin and Margaret Wilson will be on the budget committee. The budget committee will meet on Monday, December 10 at 1pm.
5. Trustee Opening: Debby plans to vacate her spot on the board this coming January. Therefore there will be an anticipated opening for a one-year term on the Board of Trustees.

Items for next meeting on December 19, 2018:

1. Plan survey meeting.
2. Finalize hiring committee and deadlines for applications.
3. Souper Supper advertising and final details.
4. Nominations for Volunteer Award.

Margaret made a motion to adjourn the meeting and Jessica Pearson seconded the motion; all were in favor. The meeting was adjourned at 7:55pm.

Respectfully submitted,
Jessica Pearson
11/28/2018