

Appleton Library December Minutes  
March 21, 2018

The meeting was called to order at 7:06 on March 21, 2018. Trustees present were Margaret Wilson, Jessica Pearson, Nancy Brown, Victoria Bucklin, Debby Keiran and Heather Wyman. Library Coordinator Julie Sells was present. Trustee not present was Jessica Whitworth. Select Board Representative, Lorie Costigan was present.

Minutes: Victoria Bucklin made a motion to accept the February Minutes as amended. Heather Wyman seconded it and the vote was unanimous.

Treasurer's Report: The plow bill is high this year due to so many snow storms, The bills have amounted to \$750 so far and some more snow is on the way. Last year was also a big snowstorm year and the bill was about even at this time of year. We have \$900 set aside for plowing. All agreed that \$900 is a good budget to set aside every year for plowing.

The electricity rates have gone up from CMP. We are also not set up with the Smart Meter system. Because we have solar panels set up and they provide the library with electricity, CMP does not offer the library the Smart Meter system. This means that we cannot manage and view our electricity usage online. Jessica P made a motion to accept Treasurer's Report for March; Debby seconded motion and all were in favor.

Coordinator's Report: The Rudman Grant is strictly funding for books this year. In the past we have used this grant money to pay for programs, specifically the Chewonki programs that have been so popular in our community, as well as some books. We need to find a way to find funds or raise funds to cover programming costs. Perhaps we can use some of the funds from the Activity Pack fund to pay for programming. We could incorporate a book pack with the program we offer to incorporate both interests. We can transfer the balance of last year's carry over from the Rudman grant to our our Programming line. That way, when we receive the \$200 from the 2018 Rudman Grant we will use that money just for books as requested.

Bob Bocko will get back to Julie with more information about his idea for a scholarship. He thinks the library and the historical society should team up to offer the scholarship for an Appleton student. The Board looks forward to learning more about his idea. There is another scholarship starting up in Appleton that might want to join forces with Bob's idea.

Action between Meetings:

Old Business:

1. Barns and Books: Lorie reached out to 6 farms/property owners about being a part of the tour. She had 4 positive responses and 2 owners that will think about it and respond at a later date. There was more discussion about what date we want

- to set for the tour. Sunday, July 22, 2018 was mentioned as good date to settle on. Caroline Brown agreed to work on the poster for the tour. Next we need to talk about pricing for the event. As soon as Lori reaches out to a few more property owners, we can send out notices to garden clubs and create press releases.
2. Evaluation Update: By the next board meeting all the Library Coordinator Evaluation and the Volunteer Staff Evaluations will be handed in and discussed.
  3. New Locks Update: We have contacted a local locksmith to come and look at the locks at the library. It brought up the discussion of how secure the library locks are and how secure they need to be. It was decided that we do not need to upgrade our lock system just make the system we have more secure by changing the locks every 10 years. We decided to change the exterior locks and the lock on the interior door to the library and make one new master key that opens all the new locks to the library.

New Business:

1. Review of Long-Range Financial Plan Update: There needs to be discussion and decisions made about how to manage our Long-Range Financial Plan. It is time to contact an auditor or an accountant to help us make some important decisions about how to manage and update our finances.
2. Collections Committee Report: One new member has joined the committee now the Collections Committee is up to 6 people. With 6 people on the committee, it can be difficult to make a meeting time. The committee usually meets every 5-6 weeks. The Committee's duties include supporting the librarian's suggestions for the organization of the library collection and purchasing any books she believes to be an important part of the library's collections. The Committee also adds donated and phased out books to the book sale table. The Committee spent \$1200.00 on new book purchases this year. They try to acquire  $\frac{3}{4}$  fiction,  $\frac{1}{4}$  non-fiction and some junior fiction and junior non-fiction. The Committee also ordered books for the Camden conference and for the Rudman's grant.

Items for next meeting on April 25, 2018:

1. Long- Range Financial plan
2. Report on Evaluation
3. Book and Barn update

Margaret Wilson made a motion to adjourn the meeting at 8:40 and Debby Keiran seconded it; all were in favor. The meeting was adjourned at 8:40 .

Respectfully submitted,  
Jessica Pearson  
03/21/2018