

Appleton Library Board of Directors meeting

September 16, 2020, Meeting called to order at 5:07 pm

Attendees: Margaret Wilson (chair), Tina Casteris (minutes), Patti Chapman, Danielle Gould, Jessica Whitworth, Diane Schivera

Agenda for Board of Trustees Meeting on September 16, 2019, 7pm

I. Minutes from August Meeting

Diane moved to accept minutes, Margaret seconded, minutes from Aug approved.

II. Treasurer's Report

Bottle donations have slowed down, we've made about \$400. Otherwise not much has changed.

III. Old Business

1. Hiring of Library Coordinator

Three candidates were interviewed. Hillary Savage has been hired and started training with Libby today. She's meeting with Julie on Monday to transition tasks. Should introduce her to the community - put it on FB and the website. Patti to set up a Mail Chimp announcement that goes to everyone.

2. Appeal Letter

Does the town have a bulk mailing permit? Diane to look into what was done for the Comprehensive Plan. Union C of C has said they don't do it, and they are not responding to emails.

The letter is close to a final draft. Penelope is willing to work on the layout for us.

In addition to the letter, we should pursue some social media exposure for our appeal. Post on FB and our website, after they're mailed.

Online contributions - Patti setting this up, will put a link on the website. Add to the letter that payments can be made online.

Tasks remaining -

- Finalize content and talk to Penelope about the letter layout - MW
- Count labels to determine number of letters needed -MW
- Get letters printed (tbd)

- Write personalized notes on them and stuff envelopes (we will get together)
- Figure out postage (Danielle to talk to Town people, Diane to see what they did for the comprehensive survey)
- Receive the \$\$
- Write Thank You Notes

IV. New Business

1. Revision of Job Description

Opportunity to revise and think about priorities for our new coordinator. We discussed the job description and updated the benefits statement. In addition we will communicate the priorities and expectations so that the six month evaluation will be based on that. We talked about creating a system for getting the coordinator to set her goals based on the organization's goals, in conjunction with setting priorities and spending time appropriately. For example increasing engagement online as measured by Mail Chimp statistics, online programming such as a book group. Keep track of accomplishments.

V. Items for October 21 Meeting

1. Thank Yous and receipts

(Might skip this one in favor of a letter stuffing meeting?)