

Appleton Library February Minutes  
February 28, 2018

The meeting was called to order at 7:05 pm on February 28, 2018. Trustees present were Margaret Wilson, Jessica Pearson, Nancy Brown, Heather Wyman, and Victoria Bucklin. Library Coordinator Julie Sells was not present. Select Board Representative, Lorie Costigan was present. Debby Keiran and Jessica Whitworth were not present.

Minutes: Victoria Bucklin made a motion to accept the annual the annual and January minutes. Heather Wyman seconded it, and the vote was unanimous.

Treasurer's Report: We had some end-of-year donations that will be put in as 2018 income. Also we had a \$2500.00 payment from the Town of Appleton. Lorie suggested working with an auditor to assess our assets. We may need to take into consideration the depreciation of our assets and adjust our finances to reflect such depreciation. Perhaps we could use the same auditor that the town uses as we are backed financially by the town. However, we are not considered a town library. Reaching out to MANPF would be a great resource to look at for help with financial advice for the library.

Quickbooks will be phasing out the desktop updated version of Quickbooks as it will be phasing in a cloud-based online version by 2020. Victoria made a motion to have the library switch over to the cloud-based version of Quickbooks now so Heather can learn and maintain library finances with the most recent online version of Quickbooks before the old version is phased out. The cost for the cloud-based service is \$50 a year.

Heather called Vanguard financial to talk about how to manage our investment accounts. She was told that she can log on to the Vanguard website and manage it herself. After asking for some basic advice, she learned that it is better to review investment accounts every few years rather than every year. Revising investment accounts every year creates overlap. Jessica Pearson made a motion to accept the Treasurer's Report as presented. Margaret Wilson seconded it and the vote was unanimous.

Coordinator's Report: Julie Sells was not at the meeting to present the coordinator's report. She emailed it out to the members of the Board. The Board is so thankful for Peter's efforts on making the handicapped and children's access shelf for the circulation desk. The board has embraced Bob Bocko's idea of establishing a scholarship in coordination with the Appleton Historical Society for Appleton students. The Board asks Bob to please provide a more detailed proposal about the scholarship.

Action between Meetings:

1. Souper Supper: The Board is so grateful for the proceeds that came from the Souper Supper fundraiser. There was discussion on how to better organize the arrangement of the auction items in order to create the best bidding environment. We should also bring forks so that people can eat and share the cakes at the auction. Lorie noticed that many of the attendees were established library folks. There were not many new faces. How can we attract more new people to the event? Perhaps we could make some auction items more affordable. We should discuss a plan in November 2018 to pinpoint details for revamping the Souper

Supper. We should also bring back the plate of cookies and/or brownies as part of the supper. Also, we should review the entry fee for families so that it is affordable and allows for generosity.

2. Artist's Reception: Great turnout for the Artist's Reception. There was a lot of interest generated for the Appleton Hooker's work and group. There was many discussions with Abbie Read about her art installment.

#### Old Business:

1. Barns and Books: It is important to set a date for the event so that we can allow the participating landowners opportunity to plan. Lorie thinks that 5-6 properties would be adequate for the tour. The library should be a central location for ticket sales, book sales and bathroom breaks for the tour. If we can contact 10-12 properties that would be willing to be a part of the tour, then some of them could be on the rotation for next year. We made a list of potential properties to contact. We could also categorize and distribute books to sell at different properties based on the genre that corresponds with that property ( i.e. books on blueberries displayed at a blueberry farm.) By late April we should be ready to advertise the tour date and share press releases about the event. Board members signed up for subcommittee positions.

#### New Business:

1. Key Concerns: The issue was raised that we should be changing the locks on the main doors of the library at least every 10 years. The board all agreed that this is a good policy for the library to establish and now is a good time to look into changing the locks.
2. Long-Range Financial Goals: We should think about and research our hopes for our long-range financial goals ( i.e. endowments.)

#### Items for next meeting on March 21, 2018:

1. A report on LC Evaluations. Julie wanted to add some questions onto the evaluations before the volunteer staff and board members filled them out. The evaluations will be in the library and ready to be picked up soon.
2. Collections Committee Report

Margaret Wilson made a motion to adjourn meeting at 8:45pm. Victoria Bucklin seconded the motion; all were in favor.

Respectfully submitted,

Jessica Pearson

02/28/2018