

Appleton Library May Minutes
May 15, 2019

The meeting was called to order at 7:02 pm on May 15, 2019. Trustees present were Margaret Wilson, Patti Chapman, Jessica Pearson, Nancy Brown, Victoria Bucklin, and Annabel Turnbull. Jessica Whitworth and Library Coordinator Julie Sells were not present. Select Board Representative, Heather Wyman was present.

Minutes: Victoria made a motion to accept the April minutes as amended. Heather seconded the motion and all were in favor.

Treasurer's Report: The board discussed our membership with the Union Chamber of Commerce. We have decided to renew our membership with the Chamber and to make a stronger effort to benefit from our membership by advertising our fundraisers through the Chamber of Commerce. The Chamber meetings are held the last Wednesday morning of each month. Annabel agreed to continue to attend the meetings on the library's behalf.

Coordinator's Report: There was discussion about the details of the animation workshop. The board decided that a \$25 refundable deposit would be a good policy to ensure that students who sign up for the free workshop commit to the class. The board discussed the shortcomings of Library World and recognized that the software is not ideal but it is affordable. Perhaps we can talk to other small libraries to see what cataloging software they use.

Action between Meetings:

1. Payroll Issue: Patti found out how we can do our own payroll. It is quite a simple, straightforward process since we have only one part-time employee. Patti is willing to take on the task of executing payroll as the treasurer's job.
2. Artwork waiver: Margaret wrote up a waiver for artists to sign acknowledging that the library is not liable for damage or theft of artwork that is put on display at the library. We approved the waiver as amended, adding a space for the artist's contact information.

Old Business:

1. B,B&B Update: We have decided to postpone the event due to lack of participating properties. We will set the date of July 19, 2020 for the next B,B & B tour. In the meantime, we will work on contacting the properties to see if they will commit to being on the fundraising tour for next year.
2. Continue Strategic Planning: Values Welcoming environment, Caring and Knowledgeable Service, Literacy and Learning, Diversity, Innovation.
3. Laptop Update: Patti researched and discovered that all MacBooks falling into our \$500 budget are refurbished models. We feel that a refurbished laptop is a smart choice. Patti will order the laptop off of Amazon.

New Business:

1. Set Date for Volunteer Appreciation Dinner: Thursday, August 8 will be the date for the appreciation dinner.

Items for June 19 meeting:

1. Continue Strategic Planning focus on: Core Services
2. Discuss details for Volunteer Appreciation Dinner.
3. Trustee transition

Margaret made a motion to adjourn the meeting; Victoria seconded it and all were in favor. The meeting was adjourned at 8:26pm.

Respectfully submitted by Jessica Pearson on May 15, 2019.