

Bennington Free Library Board of Directors Meeting
Meeting Minutes
June 20, 2017

Present: Barth VanderEls, Lynne Fonteneau-McCann, Kelley Legacy, Kate Canning, Chrissy Morrissey, Mike Munson, Tricia Bitteker, PJ Venti

Approval of minutes:

With one correction—Chrissy Morrissey was unable to attend the May 16th meeting—approval of minutes was made by Kelley L. and seconded by Mike M. All approved.

Finance Report:

A. **Annual Fund:** To date, we have met our annual fund and will have exceeded the goal by June 30, 2017

B. **Revenue and Expense Report:**

- Lynne reported that endowment income is not reflected on the May finance statement. The transfer of investments of \$8,771.35 (2.5% distribution) was made on 6/5/2017.
- After expenses, the annual Book Sale netted \$7,598. We are still waiting for a check from the vendor that buys our books for weight at close of sale.
- \$475 was raised at Mayfest, the highest revenue collected at Mayfest to date.

The Finance Report was unanimously approved – motion made by Kate; seconded by Kelley.

Director's Report:

- Lynne announced that the library received a Vermont Reads grant which includes 75 copies of this year's book. *Brown Girl Dreaming*. The library will be collaborating this year with SVC and MAUHS.

Committee Reports:

A. **Buildings & Grounds:** Lynne asked for and received approval to purchase 6,500 gallons of heating oil from West Oil for \$1.92/gallon, cash pre-buy price. She also reported that the weatherization project has been delayed until the next fiscal year and that she will be rolling the budgeted money into the FY18 budget.

B. **Fundraising:** Lynne will be circulating our annual fund solicitation list and asks that all board members review and add names to the list.

C. **Personnel and Policies:**

- The Personnel and Policies Committee recommended to the full board that we adopt a change in language to the Children's Room Policy requiring that a legal guardian be at 13 years of age. Board was unanimously in favor of adopting change as presented by committee.
- The committee also asked the full board to review the Head of Circulation job description and consider making it a professional salaried position. The other salaried positions are: Director, Children's/Young Adult Librarians, Reference and Adult Services Librarian. The board agreed to discuss this at the September 19, 2017 meeting.
- Lynne reported that Chris Poggi will be retiring at the end of the year. Linda D. and Chris P. job share this position and Linda is looking for a replacement.
- PJ reported that she and Lynne met to review her goals for FY18 as part of her yearly performance evaluation. Lynne stated that she has two goals for the upcoming year: (1) to complete the Emergency Response Handbook and training of the staff and (2) to establish a Formal Records Retention Policy. PJ brought these goals to the Personnel and Policy Committee for approval and now to the board. The board was in full agreement of the goals as stated.

There being no further business, the Board adjourned. A motion was made by Chrissy and seconded by Kate.

Board Meeting Schedule, FY 2017-2018:

September 19, 2017

November 21, 2017

January 16, 2018

March 20, 2018

May 21, 2018

June 18, 2018

Respectfully submitted by,

PJ Venti