

Windsor Public Library Board of Trustees Meeting Minutes

Date and Time: February 24, 2020 at 7:00 PM
Location: Windsor Public Library meeting room

Library Trustees: Jacquelin Carty, Eleanor Clark, Janet Farley, Donna Palatucci (X),
Kathy Marsh, Vi Welker, Mike Welker, Kate Gibbel

Ex-Officio: Ruth Doiron – Friends' President, Heather Prebish – Selectboard
Chair, Deb Ouelette – Town Treasurer

Absent (X)

Agenda Items: Call to Order 7:05pm
Changes or Additions to the Agenda - none
Approval of Minutes December 16, 2019
• Kathy moves to approve; Janet seconds, motion carries
Correspondence In/Out

Reports

- a. Friends of Windsor Library
 - a. Trustee(s) to attend Friends' meetings henceforth for better collaboration/communication
- b. Library Director and Youth Librarian
- c. Finance Committee
- d. Public Relations Committee
 - a. Barbara, chair
 - b. Welcome Party for Barbara TBD
 - c. table at Rec Center open house
- e. Development Committee
 - a. Banner to be donated by Welkers
 - b. Janet joining committee
 - c. paint and sip
 - d. murder mystery
- f. Building and Grounds
 - a. Barbara, Jacquelin & Kate
 - b. carpet cleaning - professionally done
 - c. Efficiency Vermont building assessment
 - i. building is not very efficient and little can be done at this time to address the issues due to their costs (i.e. replace windows; add heat pump)

Old Business

- a. Trustee Manual Review - Emergency/Disaster Plan
 - Barbara to review

New Business

- a. New Director, Barbara Ball
- b. 2020 Board Meeting Calendar

- Adjust future meeting dates to accomodate for holidays: 5/18, 11/16, 12/14
- Jacquelin and Eleanor to create new Google calendar
- c. Town Meeting Informational Hearing, 7 pm March 2, 2020
 - Jacquelin to represent
- d. Strategic Plan, Goal(s) for 2020
 - Goal 2: Historical Collections
- e. Donor Management Software
 - Little Greenlight
 - price based on constituents
 - Connect with Friends'
 - 30-day free trial - Mike
- f. Bake Sale Schedule for 2020
 - May 25th - Memorial Day
 - July 5th
 - October 12th - Monday
 - November 29th
- g. Book Sale June 2020
 - sub-committee: Janet & Vi to work with Ruth and Barbara
 - Alumni Weekend - June 6th and 7th

Public Comments - none

Next Meeting is Monday, March 23, 2020

Vi moves to adjourn, Kate seconds; meeting adjourns 8:57pm

Windsor Public Library - Director: Christine Porter - Report to the Board of Trustees – February 8, 2020

Programming *Past and Ongoing:*

Genealogy group – Feb 3 – 10 people
Stoughton/Evarts book delivery ongoing – 7 people
Spanish class – 7-8 ppl weekly
Knitting Group: 2-6 people every other Monday
Learn to Play Mahjong – 3-6 people weekly
Windsor County Mentors: 4 people
Meeting with Windsor Co Reps: 14 people
100 Fall Frolics and Finds Scavenger Hunt – 4 finishers – 30 participants

Current Passive Programs:

Partnership with VA Medical Library – making info available re: benefits

Making Valentines

Upcoming:

Nutritious Beverages: Feb 19th

Statistics

Aug, Sept, Oct, Nov, Dec, Jan (Jan, 2019)

Adult & YA Circ.: 870, 872, 858, 784, 792, 754 (950)

Juvenile Circ: 556, 519, 557, 429, 448, 536 (721)

Audio/ebooks: 92/50, 98/51, 131/63, 103/45, 119/57, 126/53 (82/75)

ILL in/out: 32/40, 38/47, 46/23, 37/31, 44/39, 39/35 (60/32)

Reference Q's: 58, 30, 65, 47, 34, 57 (44)

Visits: 1691, 1637, 1694, 1290, 1144, 1336 (1525)

Computer Use: 238, 226, 258, 198, 197, 221 (266)

Wi-Fi connections 440 network connections

Misc. Update

The tasks I was asked to complete were the following:

- Annual Report for Vermont Public Libraries
- Annual Corporate Report for Windsor Public Library
- Payroll
- Invoices
- Staff Performance Reviews
- Installing two remaining Windows 10 computers
- Filing petitions for the 2020 Annual Meeting
- Coordinating the Bake Sale on December 29

In addition to the above the following were completed during my interim term:

Final Town report was updated and submitted.

After submitting the State Public Library Annual Report, notes were made for next year's report. I placed them in the Library Standards file. Since reporting is a year behind and Barbara was not here for 2019, this will help her tremendously so she is able to complete next year's report.

Continued booking programming including a visit with Windsor County Mentors, meetings with the State Representatives, a nutritional beverages program, and a partnership with the VA medical library to provide informational packets regarding VA benefits, including for people who may not think of themselves as Veterans. We are one of only a handful of trial libraries for this pilot program.

A third Windows 10 computer was installed at the front desk, thus completing our conversion from Windows 7 to 10.

Wrote a Director Transition Manual. At over 18 pages, it is just the tip of the iceberg but hopefully will give a start. I also handwrote changes to the four page document I received when I arrived, since most of it no longer applies to the job. It shows the updates and changes to what Barbara knew from her previous term.

Wrote a draft policy for the ice skates, to be discussed at your next Board meeting. Also applied for a grant for skate covers and sharpener service.

Five grant applications were submitted for the seed Library, the ice skate lending program, and for a book discussion program Janet would like to lead in the spring, which is currently unfunded as Christine found out about it too late to include it in the adult programming and ILL budgets. Keep an eye on the Librarian email for any application acceptances or responses that might need to be addressed.

Stoney Electric fixed the light in the foyer.

The payment for our website was scheduled to go up substantially from what we were accustomed to paying. This increase was going to happen with little warning. Over several weeks, Christine tirelessly worked out a deal with the company where they finally agreed to let us pay \$417 for 5 years of hosting instead of the \$360 they wanted for one year of hosting. This will result in a savings of \$1,383 for the Library!

Christine ordered the new Mahjong cards for the regular Thursday group. They will be shipped in late March.

Secretary of State updates to officers and changes to registered agent were completed.

Annual census reporting completed (similar to state report).

Kathy Marsh was trained in payroll processing. Christine created enough time cards to get us through until Barbara's arrival.

The office had a complete cleanout. Christine, Melissa and several volunteers organized the vast donation of DVDs and placed them in one central location in the computer charging cabinet. This way, Barbara can go through them at her leisure and decide which ones to keep and which ones to place in the Book Sale. The Librarian email was cleaned out. The remaining emails are all ones Barbara should read/know about. The Librarian email was added to all pertinent list servs and accounts.

Updated the Volunteer manual. Made arrangements for a new volunteer to be trained and help with the Saturday shift. Trained two new volunteers and did refreshers with some (not all) of the regular volunteers.

Attended VOKAL meeting and submitted regular monthly reporting for our courier services.

Updated book delivery service info. Left in newly created Director bin. Also pulled the next set of delivery items and typed detailed instructions for delivery. Made arrangements with Kathy Marsh for delivery. SIDE NOTE: to any Board member doing deliveries, please if someone is not in their room, go back within a day or two and try again or make arrangements for this to happen. It is poor service to make someone wait two-three weeks for the next delivery.

Financial report is attached, which shows where the finances were on my last day (with the exception of collection expenses whose numbers I did not have until after the report was run).

Completed other misc tasks as needed including some book ordering and collection management.

Things that did not get completed:

Christine did not train Melissa in the use of the website. Melissa always seemed so swamped and I hesitated to take time away and put additional stress on her. I also felt it more important that she finish the statistics for February so that I could submit the GMLC courier report (which was due on Feb 15 and required for program compliance). Upon further conversation, we both felt it didn't make sense for Melissa to learn it, since she has no previous web experience. Since Jacquelin already has training on the site that I gave her a few months ago, it did not seem crucial that someone else learn it. Jacquelin can pass forward her knowledge when Barbara arrives. Christine actually taught herself how to use all the features and edits with no training whatsoever, so if the new director has any web design experience at all, she should be able to easily pick it up without training. There is support available through Charity Advantage as well if needed...

I did not teach Sarah overdues. With limited hours and all of the above tasks being completed, I was more concerned with getting things ready for Barbara. Since collections and overdues will be her task as Director, best to let her take it on when she arrives. In addition, Sarah was sick during my final week and with my compromised immune system, I could not expose myself to her illness by allowing myself to get that close to her. The way I did overdues was personal to me and my relationships with patrons so would not necessarily work for another person. This is a delicate procedure and needs a personal touch that Barbara will have to establish for herself.

I did a last minute push for payments on lost items before leaving which resulted in collecting \$98, already putting us at over half our budget for the year!

A refresher on Smart Shield training was not completed. Sarah has been shown how to use it a few times in the past so all should be fine. You can always contact the manufacturer's technical support with questions.

Jacquelin requested we sit and talk about my draft emergency plan. It's self-explanatory so I did not take the time to discuss. It is a complete overhaul of an old policy from over 15 years ago.

Volunteer Update

Katherine Gibbel and Jacquelin Carty are our two newest front desk volunteers. Rhoda (I'm doing this from home so don't remember her last name) will be joining the Library for sharing of the Saturday 11-1 shift after she is trained at the end of next week.

Misc Update

As of February 4, our Fall Appeal has raised \$6,462.25 (\$6473 minus \$10.75 in fees for online donations).

We've started taking donations for the book sale. Sorting will need to start happening very soon as the basement is already becoming crowded. Please coordinate with Ruth Doiron to keep the basement safe and organized.

The Little Free Library in the basement is going to West Windsor and will be placed at the Brownsville Market. The Friends Director at West Windsor Library is making arrangements and will contact the Library soon for pickup.

At the Board request, Christine has taken her microwave home. As of Saturday morning Feb 8, it still has not been replaced as promised. This needs to happen ASAP at the very latest by Wednesday for Sarah's afterschool program. The other items Christine took home that were hers: the carpet scrubber and the extra phone.

Feel free to reach out at any time with questions, concerns, comments. Special thank you to Kate Gibbel for making me feel valued on my last day.

Director Note

It has been my absolute pleasure to serve you these last five years. The Windsor community will always have a special place in my heart. I am proud of the goals we were able to accomplish and the offerings we were able to share. I'm grateful to have had the opportunity to serve such a valued and valuable Library!

3:56 PM

02/24/20

Accrual Basis

Windsor Public Library, Inc.
Profit & Loss Budget vs. Actual
 January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Contributed support				
Amazon Smile Foundation	0.00	10.00	-10.00	0.0%
Book Sale	0.00	950.00	-950.00	0.0%
Charitable gifts	9.15	1,000.00	-990.85	0.9%
Friends of the Library	0.00	2,000.00	-2,000.00	0.0%
Individual (Fall Appeal)	3,075.00	5,000.00	-1,925.00	61.5%
Fundraising Events	2.00	7,000.00	-6,998.00	0.0%
Memorial Donations - Unrestrict	100.00	150.00	-50.00	66.7%
Out of town membership	30.00	200.00	-170.00	15.0%
Corporate (Summer Appeal)	0.00	3,500.00	-3,500.00	0.0%
Total Contributed support	3,216.15	19,810.00	-16,593.85	16.2%
Investment income				
Interest income - Bank	0.00	1.00	-1.00	0.0%
TR of Investment Funds-BF	287.00	1,800.00	-1,513.00	15.9%
TR of Investment Funds-Gen	1,445.00	9,600.00	-8,155.00	15.1%
Investment income - Other	-1,732.00			
Total Investment income	0.00	11,401.00	-11,401.00	0.0%
Miscellaneous Income				
Book Sponsor	0.00	600.00	-600.00	0.0%
Children's Program	0.00	250.00	-250.00	0.0%
Conscience box	9.00	225.00	-216.00	4.0%
Copying Reveue	96.60	1,100.00	-1,003.40	8.8%
Faxing Revenue	9.50	100.00	-90.50	9.5%
ILL donations	64.00	660.00	-596.00	9.7%
Lost Book Revenue	98.00	170.00	-72.00	57.6%
Partners in Community	0.00	300.00	-300.00	0.0%
Wandering Wilbur	0.00	250.00	-250.00	0.0%
Total Miscellaneous Income	277.10	3,655.00	-3,377.90	7.6%
Town appropriation	14,790.06	88,067.51	-73,277.45	16.8%
Total Income	18,283.31	122,933.51	-104,650.20	14.9%
Gross Profit	18,283.31	122,933.51	-104,650.20	14.9%
Expense				
Administrative expenses				
Advertising expenses	0.00	25.00	-25.00	0.0%
Dues/Cont.Edu	0.00	505.00	-505.00	0.0%
Employee benefits - not pension	0.00	3,400.00	-3,400.00	0.0%
Insurance				
Property & Liability	1,158.00	2,892.00	-1,734.00	40.0%
Workmen's Compensation	0.00	1,131.00	-1,131.00	0.0%
Total Insurance	1,158.00	4,023.00	-2,865.00	28.8%
Investment Management Fees	315.81	1,550.00	-1,234.19	20.4%
Misc. expenses	0.00	100.00	-100.00	0.0%
Mileage Reimbursement	0.00	30.00	-30.00	0.0%
Office supplies	51.99	175.00	-123.01	29.7%
Postage				
ILL Postage	121.01	900.00	-778.99	13.4%
Stamps	0.00	52.00	-52.00	0.0%
Total Postage	121.01	952.00	-830.99	12.7%
Professional Fees				
Audit Fees	0.00	900.00	-900.00	0.0%
Bookkeeping	0.00	300.00	-300.00	0.0%
Computer Consulting	0.00	250.00	-250.00	0.0%
Professional Fees - Other	644.00	300.00	344.00	214.7%
Total Professional Fees	644.00	1,750.00	-1,106.00	36.8%
Total Administrative expenses	2,290.81	12,510.00	-10,219.19	18.3%

Windsor Public Library, Inc.
Profit & Loss Budget vs. Actual
 January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Library Collection Expenses				
Adult Materials	299.15	3,800.00	-3,500.85	7.9%
Frothingham Acquisitions(Restr)	125.98	1,722.00	-1,596.02	7.3%
Juvenile Materials	85.84	2,000.00	-1,914.16	4.3%
Periodicals & Newspapers	289.80	750.00	-460.20	38.6%
Technology Materials	0.00	671.00	-671.00	0.0%
Young Adult (YA) Materials	0.00	425.00	-425.00	0.0%
Total Library Collection Expenses	800.77	9,368.00	-8,567.23	8.5%
Maintenance/Repair				
Building Maint/Repair	105.07	2,500.00	-2,394.93	4.2%
Equipment Maint/Repair	0.00	400.00	-400.00	0.0%
Snow Removal	38.12	250.00	-211.88	15.2%
Trash Removal - Recycling	30.00	360.00	-330.00	8.3%
Maintenance/Repair - Other	5.00			
Total Maintenance/Repair	178.19	3,510.00	-3,331.81	5.1%
Payroll Expenses				
Wages & Salaries	9,470.01	75,511.27	-66,041.26	12.5%
Payroll Processing Fee	126.00	756.00	-630.00	16.7%
Employer Expense	800.20	5,600.00	-4,799.80	14.3%
Total Payroll Expenses	10,396.21	81,867.27	-71,471.06	12.7%
Professional Expense				
Corporate Fees	25.00	30.00	-5.00	83.3%
Total Professional Expense	25.00	30.00	-5.00	83.3%
Program Expenses				
Family Programs	0.00	50.00	-50.00	0.0%
Adult Programs	112.00	350.00	-238.00	32.0%
Juvenile Programs	0.00	950.00	-950.00	0.0%
Young Adult (YA) Programs	0.00	40.00	-40.00	0.0%
Total Program Expenses	112.00	1,390.00	-1,278.00	8.1%
Reimbursed Expenses	0.00	400.00	-400.00	0.0%
Supplies				
Computer Supplies - Licensing	50.00	323.00	-273.00	15.5%
Custodial Supplies	63.96	150.00	-86.04	42.6%
Fundraising Supplies	0.00	1,700.00	-1,700.00	0.0%
Library supplies	97.00	400.00	-303.00	24.3%
Total Supplies	210.96	2,573.00	-2,362.04	8.2%
Technology Expense				
Copier Lease	0.00	600.00	-600.00	0.0%
KOHA Costs	0.00	750.00	-750.00	0.0%
Total Technology Expense	0.00	1,350.00	-1,350.00	0.0%
Utilities				
Electric	248.00	2,976.00	-2,728.00	8.3%
Oil Heat	569.17	3,200.00	-2,630.83	17.8%
Telecommunications	91.98	1,364.00	-1,272.02	6.7%
Water & Sewer	0.00	680.00	-680.00	0.0%
Total Utilities	909.15	8,220.00	-7,310.85	11.1%
Total Expense	14,923.09	121,218.27	-106,295.18	12.3%
Net Ordinary Income	3,360.22	1,715.24	1,644.98	195.9%

3:45 PM
 02/24/20
 Accrual Basis

Windsor Public Library, Inc.
Balance Sheet
 As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Cash and Cash Equivalants	
aPeople's United Bank-checking	7,705.45
Mascoma Bank - Checking	5,841.49
Total Cash and Cash Equivalants	13,546.94
Investments	
Mascoma Wealth Management	
Alan Penfold memorial	47,432.60
Bert Frothingham Fund	36,290.53
Building Expansion	11,423.62
Jayne Carr memorial	2,102.04
Mascoma Wealth General Account	135,801.66
Mascoma Wealth Management - Other	17,791.95
Total Mascoma Wealth Management	250,842.40
Total Investments	250,842.40
Petty cash	25.00
Total Checking/Savings	264,414.34
Accounts Receivable	
Accounts receivable	7,425.03
Total Accounts Receivable	7,425.03
Total Current Assets	271,839.37
Fixed Assets	
Building	
Accum depr - building	-118,797.00
Library Building	340,000.00
Total Building	221,203.00
Building Improvements	
Accum Depre. Building Improveme	-110,682.00
Building Improvement - General	23,376.89
Building Improvement - Masonry	48,313.25
Building Improvement - Ramp	31,850.00
Building Improvements - Kid's R	11,210.46
Total Building Improvements	4,068.60
Construction in Progress	55,260.22
Equipment	
Accum Depr. Equipment	-15,364.00
Equipment - Other	15,364.00
Total Equipment	0.00
Furniture & fixtures	
Accum deprec- furn,fix,equip	-8,081.00
Furniture & fixtures - Other	8,081.00
Total Furniture & fixtures	0.00
Land	25,000.00
Total Fixed Assets	305,531.82
TOTAL ASSETS	577,371.19
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts payable	42.28
Total Accounts Payable	42.28

3:45 PM
02/24/20
Accrual Basis

Windsor Public Library, Inc.
Balance Sheet
As of December 31, 2020

	<u>Dec 31, 20</u>
Credit Cards	
Peoples's United Bank M/C	236.95
Total Credit Cards	<u>236.95</u>
Total Current Liabilities	<u>279.23</u>
Total Liabilities	279.23
Equity	
Investment Equities	
Increase/Decrease	<u>130,089.65</u>
Total Investment Equities	130,089.65
Opening Bal Equity	485,185.57
Unrestrict (retained earnings)	-42,314.47
Net Income	4,131.21
Total Equity	<u>577,091.96</u>
TOTAL LIABILITIES & EQUITY	<u><u>577,371.19</u></u>