

Grand Isle Free Library Minutes

April 9, 2018

- I. Start 6:33
Trustees Present: Karen Allen, Kate O'Neill, Carolyn McCray, Colleen Bushway
Absent: Diane Cota

Others: Carly Cobb

- II. Investigative Committee:
The committee met on its own and also with the South Hero Library Commission. At this meeting they learned that South Hero had not picked out a catalog system yet but do not believe that they will use Destiny, the system currently used at Grand Isle Free Library.

The South Hero Library Board anticipates breaking ground in June or July. When discussing grants it was stated that applying for grants would have a greater chance for positive outcome for libraries that are combining.

Board configuration of a combined library has not been decided but it was stated that it was open for discussion; some possible options could be 50/50 or 60/40.

It was also noted that the longer we wait to combine, the less input Grand Isle would have in the new library.

Survey Results:

These are being redone. There were a total of 369 respondents.

The next Task Force meeting will be on April 30th; they will have an attendance at the Selectboard meeting.

- III. Secretary's Report:

February report: Colleen moved to accept the report as written; Kate seconded the motion, Passed unanimously.

March report: Carolyn moved to accept the report and Karen seconded the motion, Passed unanimously.

- IV Treasurer's report:

Colleen passed out the treasurer's report containing 2 corrections from the 1st quarter.

It was discussed that with the new heat exchanger we are seeing an increase in the electric bill and a decline in the propane bill. However it seems to balance out with expenses totaling approximately the same.

The computer fund now reflects a previous purchase. Internet expense is down.

The money market funds at Citizens Bank were discussed as the CD rates are now 1.30% for a 12 month CD and 1.50% for a 24 month CD. Funds in the money market are currently earning

.02%. In order to move some of these funds into a CD, \$2500.00 will need to remain in the money market account.

Karen made the motion that the funds be moved from the money market account to a 12 month CD with the \$2500.00 remaining in the money market account. Colleen seconded the motion. It passed unanimously.

Kathy is getting numerous requests for new audiobooks. We have \$450.00 in unrestricted funds (raised through book sales and donations). Colleen made the motion to spend this \$450.00 on audiobooks. Karen seconded the motion and it passed unanimously. Colleen will contact Kathy about the \$450.00.

Karen moved to accept the treasurer's report as written, Carolyn seconded the motion and it passed unanimously.

V. Librarians report:

The county librarians will be hosting a Job Fair on April 21st at the Grand Isle School.

The Friends Group has agreed to donate \$500.00 for presenters for the Summer Programming.

Colleen met with Sarah Pashby who cleans the Town Offices and discussed the possibility of her also cleaning the library. Right now this would be 2 ½ hours/month, and is included in next year's budget.

Colleen said she would be with her in the beginning as she may need help with some items (lights, ceiling fans). Karen suggested a probationary period with the possibility of giving her a key at the end of this time.

Cleaning the carpets was discussed. Colleen will look back in our records and see who did it the last time and inquire about getting them here and see how it will fit into our budget.

VI. New Business

Librarian Evaluation- we would like to schedule the Librarian evaluation for the June meeting. Kathy will be asked to complete a self-evaluation prior to that meeting and we will hold an executive session at 6:00 on June 11th, 2018 to discuss. Karen will provide Kathy with the self-evaluation in time for her to consider, complete and return the form before the June meeting.

It was also mentioned that the librarian's job description is out of date and has not been reviewed in 6 years. We will need Kathy's help to revise the job description and once that is done, an updated self-evaluation form can be drafted. It is expected that the discussion around revising the job description and evaluation form will be held at the August meeting.

Adjourn: 8:10.

Respectfully submitted,
Kate O'Neill, Secretary