

**Bent Northrop Memorial Library**  
**Trustee Meeting Minutes**  
**March 18, 2014**

**Present:** Jen Archambault, Albert Tetreault, Kristen Hughes, Amanda Forbes, Susan Magnan  
Laura Fulwiler, Kerry Lambert

**Call to Order:** 3:37 (LF, KL)

Approved minutes (KL, SM)

**Guests:**

**Treasurer's Report:**

Amanda presented the monthly financials

1,272,145.25 is the January number; February is \$1,315,676. Amanda will fix the financial statement.

Discussed Susan, as Treasurer should also receive a copy of the monthly financial statements from Morgan Stanley and have Julie taken off the distribution.

Amanda reviewed the budget

\$54,339 need to transfer to operating to cover expenses not covered by other revenue sources.

Susan has communicated to Suzanne Shepard from Morgan Stanley that this needs to happen by July.

Debt retirement in June

Need to continue to have communication with the Select Board regarding assuming the property expenses beyond the 3 year reimbursement for the Pafundi property.

Discussed a desire to analyze data related to town contributions from other municipalities. How are other municipalities paying for library services. Kristen will research and present the data to the Board.

**Librarian's Report:**

Practical building skills in April and May (funding by United Way)

Staff: Peg Newbury, in training and will work on a schedule. Dan Connor has completed training and will work on a formal schedule to fit with his legislative responsibilities. He is interested in Saturdays.

Warrants sent for approval by email. Albert and Susan approve and then sent to Select Board to approve Amanda to write the check.

Technology update: Apple TV-successfully used to Skype; podcasts; cloud base files can be projected on the large screen.

Circulation desk computer died. May need to invest in infrastructure again to ensure that we have the right technology in place.

Patron computers need to be replaced first. Have had the current computers for 3 years. Thinking of replacing 3 laptops and 3 desk tops. We have a lab of 8 mac book laptops that are 2 years old and we could use them.

Librarian computer is 6 years old and it has died also. It's \$1000 in repairs. Repairing is not an option. Agreed to use one of the macbooks.

Library for 21st Century Needs at VTC, Saturday April 12 9:00-3:30

Swanton exploring the idea of a Community Visit and would Kristen go and share this idea with them.

### **Old Business:**

Liability issues-Kristen has called the insurance carrier to get information from a risk management perspective regarding best practices and needed policies to consider in opening up the library to private functions and use.

Liability issues related to students--continued conversation about liability issues from school to library after school. Amanda suggested VT Leagues of Cities and Towns as a starting place. Who is responsible when children are dismissed from school? Still not clear despite a library letter in the fall. Kristen will contact VLCT for legal counsel on this issue. We need also to investigate legal responsibilities for emergencies.

\$1230.76 approved in payment to the town to cover over-budget expenses of shed (SM, LF) to be taken from miscellaneous operating expenses.

**New Business:** Welcome Kerry!

Roles: AT will be chair (LF, SM)--

Co-chair: Laura

Secy: Jen Archambault

Susan: Treasurer

**Agenda for Next Meeting: Insurance follow-up  
Legal follow-up**

**Next Meeting: April 15, 2014, 3:30 pm**

**Adjourn: ( SM,LF) adjourned at 4:55**