

Winchester Public Library Trustee Meeting

December 6, 2018 3:30 PM

Winchester Community Room

Present: Dick Smith, Nancy Johnson, Barb Engstrom, Ruthann Sather, Betty Forster, Blaze Burton, Galen Brownell. Absent with notice: Bob Bridges

1. Dick called the meeting to order at 3:35.
2. Barb moved, Ruthann seconded to approve the agenda. Motion carried.
3. Webpage preview, discussion and approval of option
 - a. The board reviewed 2 website options. Blaze showed the board the website he had designed on WIX. Nancy showed the board the website that could be offered by WebWorkLife, a local web designer. After much discussion about the 2 options and the required ongoing maintenance that would be required by Blaze if we stayed with the WIX option, Nancy moved, Barb seconded to contract with WebWorkLife for the design of the website. Ruthann voted no. Dick voted yes. Majority carried the motion. The board thanked Blaze for his effort on the WIX option. Nancy will call WIX to determine if we can get a refund for the money paid.
 - b. Barb moved, Nancy seconded to expend monies for the website: \$96 per year for hosting, \$500 for design and \$541 per year for maintenance. Motion carried.
4. Appraisal process for library director and assistant due in January. Nancy will email the appraisal form for Betty to all board members. It should be completed and returned to Dick by 12/14. Betty will handle the assistant review.
5. Officer nominations: Secretary, possible change in Treasurer. In the November meeting, it was agreed that Nancy would take over the treasurer role, leaving the need to find a secretary. In this meeting, Dick volunteered that he would take the treasurer role leaving Nancy as secretary. Barb nominated Dick for treasurer, Nancy seconded. Motion carried.
6. Barb moved, Ruthann seconded to approve the November meeting minutes with one spelling change in item 4c. "town clear to clerk". Motion carried
7. Treasurer's Report:
 - a. Review or approve bills
 - i. Barb moved, Ruthann seconded to approve a \$217.86 payment to NWLS for a receipt printer. Motion carried. Given to Galen for direct payment by the town.
 - b. Checkbook and P&L status. Bob dropped off his last report for both. The checkbook balance as of 11/30 is \$33,346.00. Does not reflect reimbursement of 9 bills by the town which were given to Galen at the meeting.
 - c. 2019 Budget was approved by the town with small adjustments amounting to \$800.
8. Director's Report and items:

- a. Shelving at park: this was the donation by Doucettes. It was agreed to have the library dispose of the shelving and the plaque will remain in the library. Dick will check if the shelving could be used by Fleazaar.
 - b. Tech ninjas: 4 librarians joined forces to obtain a grant that will provide volunteer training for basic computer help. This could be open to anyone interested in learning more about their computer operation.
 - c. Delivery timing 2 vs 3 day: Barb moved, Dick seconded to reduce delivery to 2 times a week. This results in a \$600 savings per year. Motion carried.
 - d. Lunch & Learn programs. These will be collaborative offerings by local libraries on the 3rd Thursday of the month January-June. March will be Winchester.
9. Correspondence or other items: received \$100 donation and letter of appreciation from the Bachmanns.
 10. Next meeting date - Decided that an early meeting is not necessary to accommodate the review process so next meeting is January 24 at 4:00. Also note, no meetings in February, March, April due to the number of board members being out of town. If necessary, a conference call can always be held.
 11. Barb moved, Nancy seconded to adjourn the meeting at 5:33. Motion carried.