

## **South Hero Library**

Monthly Meeting – Board of Trustees

Tuesday, Feb. 12, 2019

### **Attending:**

Board members: Ken Kowalewitz, Elissa Giroux, , Annie Brabazon, Luke Tremble, Melissa Hood

Library Director: Keagan Calkins

Public: None present

### **Call to order @ 6:06**

### **Preliminary Business**

- **Review payment orders for approval:** The Board circulates invoices for the month. All are reviewed, approved and signed.
- **Agenda adjustments:** Ken Kowalewitz (KK) asks if there are any adjustments to the agenda.
  - KK would like to give a brief Library Foundation report since the group recently met.
- **Public comments:** No members of the public in attendance.
- **Review and accept the minutes from the previous meeting:** Annie Brabazon (AB) moves to approve minutes from meeting of January 16. Elissa Giroux (EG) seconds. Motion approved unanimously.

### **Library Director's Report**

Report submitted by Keagan Calkins (KC), reviewed by Board (see full report attached).

- KC reports that the Grand Isle County job fair is expected to be larger than last year's, with 11 businesses signed up, so far.
- Library's annual report has been submitted to the town of South Hero.
- KC is mostly finished weeding out adult fiction in preparation for move.
- KC has phone meeting about new operating system tomorrow. We have 10,000+ items, will be imported at 8 cents each. Migration will be on June 3. KC will need to do training session ahead of time.
- Heidi will be helping to start sorting books into genres, in preparation for new system.

## Old Business

- **South Hero Library Foundation update:** Board members met a few weeks ago. KK reports that Kathleen Swanson will be joining the board.
- **Capital campaign update**
  - KC reports that the Library received a \$750 grant from Vermont Electric Cooperative.
  - KC reports that the Brick campaign is pulling in some people who haven't previously donated. Idea of memorializing someone has appealed to people.
  - KC says that the Library had more new donors as a results of this year's annual appeal letter than it has in previous years.
  - KK reports that he met with Sandy and Mary last night to discuss capital campaign. Mary has some targeted grants that she is recommending the Library apply for. Ken has some donors to follow up with. Kathleen Swanson will likely join the group at next month's meeting.
- **Construction update**
  - KK, MH, Doug Patterson, and Jim Bradley of Hayward Design Build met last week to speak primarily about electricity.
  - On Saturday, 2/23, the Trustees, Foundation members, Communications committee will meet at the construction site to get a tour of progress with Jim Bradley, David Roy.
- **Communications committee report**
  - The Committee met Tuesday of last week.
  - Letter is going out to donors to provide an update on progress, thank people for their support.
  - AB, KC, and Jim Brightwell have started collaborating on the business plan.
- **Town meeting**
  - KK: We don't need to do a full presentation this year. Some discussion about creating a slideshow of photos showing the construction progress. MH and KK will be present to give people the opportunity to ask questions.

## **New Business**

- **Quarterly budget and finance review**

- KC provides review of profit and loss sheet. We seem to have enough room with unspent budget money to date to be able to handle unexpected expenses with upcoming move.
- MH reports that we'll put \$4,500 into Fidelity account, as capital to be put toward move.
- KC updates group that she talked to W.B. Mason about furniture, is making progress in her conversations and will have drawings to share at the next meeting. MH asks KC about costs and KC reports that she expects total to fall within the \$20k range.

**Meeting adjourned at 6:52 PM.**

**Next meeting of the Library Trustees will be Wednesday, March 6 at 6:00 PM, rather than March 13, due to scheduling conflicts.**