

*****DRAFT*****

Worthen Library

Monthly Meeting – Board of Trustees

Tuesday, Mar. 3, 2020

Attending:

Board members: Ken Kowalewitz, Elissa Giroux, Melissa Hood, Luke

Tremble Members of public: Gretchen Patterson

Library Director: Keagan Calkins

Call to order @ 6:05 PM

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. Executive session added for personnel matters.
- **Public comments:** None
- **Review and accept the minutes from the previous monthly meeting:** Elissa Giroux (EG asked question about Foundation budget and KK answered question. EG moves to approve minutes from meeting of Feb. 12, 2020. Melissa Hurd (MH) seconds. Motion approved unanimously.

Library Director's Report

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

- SH Land Trust kicking off their nature walk at the Library; Ash borer task force will be meeting at the Library; the Lt. Governor will be here for GI County Democratic Meeting. These are all example of outside use of the building.
- PTO is using the Library for a movie night because the school doesn't have a license to show movies.
- The first art show is coming in April. Keagan has purchased display wire and a bar to support art shows on the wall upstairs by the computers. Question: Is there a process for people to apply to show art? This show is a kickoff and then a process will be developed. The artist has exhibited at Wallys in the past and is member of Milton Artist Guild. Other artists have expressed interest; Keagan will ask for samples of their work before the show is approved. She has also reached out to the Folsom art teacher. A suggestion was made to also ask Grand Isle art teacher. A potter has also expressed interest in displaying their work.
- This year's Vermont Reads Book is The Hate U Give. Activities in planning. Keagan is considering what sort of field trip they could take among other activities.

- Keagan is considering switching to a leased printer to save on ink. Discussion supported this idea, with the recommendation that it also be a laser printer for the clearest printing for bar codes, etc. as well as keep down costs. A few vendors were recommended to Keagan for research.

Old Business

- **Foundation Update:**
 - A vigorous group of people from the community and the Foundation Board have formed a Development Committee. Marcy Zweerink has facilitated three meetings to date; Jim Brightwell is masterminding all associated PR for the Foundation and the Library. Members to date include: Ken Kowalewitz, Sandy Gregg, Kathleen Swanson, Peter Zamore and Mary Harwood. They are setting up regular meetings at noon since almost all the members are retired and this fits their schedules well. They have also fleshed out a calendar of fundraising and other events throughout the year. These include:
 - Brick Spring Campaign Kickoff
 - Something at Snow Farm
 - May Brick Installation
 - Possible Kentucky Derby Day or other fundraiser in May
 - Author Talk in June with potential to add a donor recognition event
 - July events include the annual Worthen Society Recognition event on a Friday evening and the next day the official unveiling of a Library sign.
 - Annual letter in October
 - Estate planning session in October or November
 - Giving Tuesday in late November, beginning of December
 - Basket Raffle in December
 - Several Trustees have requested the notes from these meetings; they will be circulated each time. All are welcome to attend.
 - The group's first goal is to flesh out how much money is needed in a Sustainability Fund and by when. The goal is \$2.5 million fund with a target return of 5% and a spending target of 3% to be devoted to operations. This is a 5 to 10 year goal.
 - There was a discussion about what kind of sign is desired for the building. The Trustees agreed that there should be a very visible, simple lettering "sign" on the building itself with backlighting for night viewing as well as a permanent sign to replace the banner on the condo sign. Melissa suggested some sort of metal lettering. This sign can include the logo. on Condo sign and Name on building. Lighting sign, perhaps backlit.
 - Gretchen offered to have her husband, Doug Patterson, come to next meeting to discuss Town signage ordinances. He is on the Development Review Board as well as the Planning Commission.
- **Town Meeting Report:**
 - KK gave a brief, but thorough, report at Town Meeting updating everyone on new patronage, programs, circulation, publicity, etc. based on the reports from Keagan. He also shared the news at Town Meeting that the building won the award for best small new commercial building from Efficiency Vermont. We were also prominently featured in the cover story of the February 19, 2020 Seven Days with an interview and photos.

- No questions were raised after his presentation about the budget or about the movie which had created a bit of stir a few weeks before.
- This month's meeting is a week early in the regular cycle so reorganization will not happen until April as the polls were still open and voting results were not yet finalized.

New Business

- No new business

The Board went into Executive Session at 6:48 pm and exited at 7:06 with no action.

Meeting is adjourned at 7:06 pm

Next meeting: Tues., Apr. 14 @ 6:00 pm