

VERNON FREE LIBRARY BOARD OF TRUSTEES  
MONTHLY MEETING MINUTES  
Wednesday, January 10, 2007  
5:30 pm

**PRESENT:**

Sallie May, Christine Fredericks, Beth Eriksson, Jane Olmstead and Library Director Adrienne Boudreau. Also, Auditors Phyllis Newton and Martha Dunklee

At the request of the Auditors and Treasurer, Auditors Phyllis Newton and Martha Dunklee were present to explain some changes they wished to make to the way our budget is presented in the Town Report, to bring it in line with the way other Department Budgets are laid out. They also had a couple of suggestions for combining line items and rounding of dollar amounts to make the budget easier to balance, etc. These were 1) merging of the line item "Capital Fund" into New Equipment; 2) Payroll tax round up to \$4510, and rounding of total up to even dollar amount. After discussion, these recommendations were accepted by the Board of Trustees.

The regular meeting got underway at approximately 6:15 pm.

**SECRETARY'S REPORT:**

Minutes of the December meeting were read. The Minutes were accepted as presented.

**TREASURER'S REPORT:**

The treasurer passed out her reports. The balance in Treasury as of 12/31/06 was \$35,469.70. After discussion, the report was accepted, pending audit.

**DIRECTOR'S REPORT**

1. Discussed the HUGE amount of help that Jean has been for the past month while the library has been short-staffed, and the substantial amount of new responsibility she has accepted as a result of same. It was voted to increase her hourly wage, retroactive to December 11, 2006, as a way of compensating her directly for her added responsibilities and dedication. It was also voted by the Trustees to present her with a small gift as a way of showing our appreciation for her hard work and cheerful attitude.
2. Announced that a tentative new schedule for increasing the library hours has been agreed upon by Librarian and assistant(s) and so we will not do another survey at this time. The tentative schedule is Monday through Friday from 1 – 7 pm; Tuesday, Friday, and Saturday from 9 – 12:00. A start date has not been announced as yet.
3. Announced that a new library assistant has been hired and will start on 1/16/07. Her name is Ilana Bruton.
4. VLA Membership---asked if she should submit for all of us, YES.
5. Accounting Issues – Adrienne is looking into new accounting software to use which might make keeping track of budget easier, end some of the duplicity, etc. for both she and Jane. Has possibility of an accountant coming in to advise her.
6. Library Legislative Day, 1/12/07 – Library will be closed so that Jean and Adrienne can attend.

7. Legislative Breakfast: 2/12 at 8:00 a.m. – Date has been changed, but it is still at Brooks Library – Urged those Trustees who can to attend. Each library is to have some type of a display.
8. Windham County Libraries –Area librarians are discussing the possibility of setting up a website for the libraries to use to share information, i.e. posting of upcoming events, etc. This is in the early stages, but hopefully will go forward.
9. Peer Library—ours is the Quechee Library.
10. Freelanthy: So far we've earned about \$4.00 so far. The toolbar is ([http://www.freelanthy.com/download/vfl\\_tb.exe](http://www.freelanthy.com/download/vfl_tb.exe)) or go to our personalized search page: <http://freelanthy.com/?uid=075cfc8a2e70f896>. This is all on the home page of our website ([www.vernonfreelibrary.org](http://www.vernonfreelibrary.org))

**UNFINISHED BUSINESS:**

We spent some time going through the Mission Statement/Hours of Operation, Policy Handbook and Bylaws with a few minor changes being made. Adrienne will have clean copies for final review and signatures next meeting.

Will review the Collection Development Policy next month.

**NEW BUSINESS:**

1. Amy Howlett will be coming to our February meeting to talk about Friends of The Library groups. Decided we would hear what Amy has to say and then invite the Dummerston ladies to come to our March meeting.
2. Discussed inviting the library staff to attend our meeting so that we could meet our new staff member, and they could interact with Amy and the Trustees and enjoy our light meal, if they would like. Adrienne will see that they are invited.

There being no further business, the meeting was adjourned at 8:05 p.m. Next meeting is 2/14/07 at 5:30 pm at the Library.

Agenda for next month includes Amy Howlett, Town Meeting, and working on Collection Development Policy Book.

Sallie will do supper. (Soup and something!!)

Respectfully submitted,

Christine Fredericks, Chairman

Sallie J. May, Secretary

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