

Langworthy Public Library

Board of Trustees

24 Spring Street, Hope Valley, Rhode Island

November 11, 2015 at 7:00 PM

The monthly meeting of the Trustees of Langworthy Public Library was called to order at 7:00 PM by Janice Ensing, President, who declared a quorum present.

All votes are unanimous unless otherwise indicated.

Present:

Bodell, Donna X

Ensing, Janice, President X

Colleen Little

House, Debra X

Landolfi, Jacqueline, Vice President

Lang, Diane, Treasurer X

Titch Kenney

Pat Shimkus

Jake Newsome

X

Walker, Michelle, Secretary X

Margaret Victoria, Director X

Minutes: Minutes from September 2015 are tabled to next meeting. October minutes are filed as submitted.

DIRECTOR'S REPORT: Director's written report, including circulation statistics, is filed herewith and made a part hereof. Only a couple of people came into the library to use facilities during HopArts Studio Trail. We will add a calendar reminder to contact HopArts early next summer to tell them we will be happy to have the library open next year if one or more artists are stationed in the library, as they were during the first two years of HopArts. Donna will contact them at that time. Carol thanked Janice and John Ensing for the time they spent rewiring the library computers. One children's computer was moved upstairs, leaving only one children's computer downstairs. These fixes should hold us for the time being; however, Margaret will address computer issues as part of her goals.

A septic odor coming from the kitchen sink is corrected by running the faucet for a few minutes each day. Margaret will make sure the staff knows that they should do this every day. She will keep a sign above the sink as a reminder. Meanwhile we will explore modifying the P-Valve in the kitchen to eliminate the recurring problem.

MOTION: Motion by Donna, second Diane to accept the Director's report.

TREASURER'S REPORT: The Ingalls & Snyder account balance is \$547,547.59. Year to date income and expenses are as expected; however, next month will be lean as we await town and state funds to be paid in December.

The wine tasting netted \$3,228.62.

MOTION: Motion by Deb, second Donna, to file treasurer's report.

COMMITTEE REPORTS:

Artist in residence: Claudia Hartmann and another teacher may show their work at the Library in January. Donna reiterated that she will contact HopArts next summer to try to secure artists to show their work at the Library. We still have quilt donated by Pat Arrow. Michelle suggested that it be raffled off as we raffled off Carolyn's quilt last year. The Board agreed. Janice asked Marget to file paperwork for raffle. Tickets will be sold for \$5.

Septic and parking. Champlain has agreed to allow us to use grant

funds originally intended for the meeting room reno for septic installation, parking regrading and other worthy projects. They requested a letter by the end of December updating them about the progress of projects and anticipated use of remaining funds. The septic installation is scheduled for November 23rd. As the parking lot will be inaccessible during the installation, Margaret has extended due dates by one week. Patrons have been notified of the project and the extended due date.

Michelle will provide Margaret with the excavator's name and contact information so that she can get specific details about plumbing turnoff and parking access.

MOTION: Motion Donna, second Diane to use Champlain funds for septic installation and parking area/driveway regrading by Friend Excavation.

Annual appeal: It is time to start planning for the come year's annual appeal. Margaret is familiar with E-tapestry which she feels is a big help in recording annual appeal information. The program make record-keeping much easier. The cost of the monthly subscription is \$20.

Another program she recommends is Constant Contact which will enable us to efficiently maintain and expand contact with patrons. The communication can still be called the Langworthy Loop. The

board agreed that we should try the two programs for one year. Funds of approximately \$400 left over from a previous Champlain-funded project, which Champlain gave us permission to use in any way we wanted, will be used to pay the monthly subscriptions for one year.

Michelle asked Margaret will send her a copy of spreadsheet in the library's records so that she can compare it to her spreadsheets.

MOTION: Motion Deb, Donna second to buy subscriptions to E-Tapestry and Constant Contact using leftover Champlain funds.

DIRECTOR'S GOALS: There will be a 6 month review of goals. Margaret has many plans, including those for children's and adult programs and an electronic recycling program after Christmas. Margaret created a draft letterhead. Donna agreed to finalize the design. Margaret posts all newly-available books on Facebook.

Margaret also suggested a patron survey soliciting general comments on programs, services, etc.

She suggested a Library home inspection for \$450. The board agreed this is a great idea, but is not necessarily ready to spend the money right now. This will be explored further.

Margaret is securing quotes for wiring. Ken of OSL suggests that our

wireless access point needs to be replaced.

Janice's suggested priorities for Margaret are: children's program, wiring, staffing issues (handbook), annual appeal.

A Reception welcoming our new Director is planned for December 3, from 5 to 7 pm. Carol will contact newspapers and write a press release. Everyone will bring food, beverages.

Michelle suggested decorating the library for the holidays before the reception. The board agreed that we should have a wreath, perhaps window candles, and red bows on the tress at the side garden. This work will be coordinated by email.

Names of individuals who can handle the library's business with Washington Trust Company will be changed.

MOTION: Motion Jake, second Donna to add Diane and Margaret to checking and savings accounts and to safe deposit box access and to remove Michelle from the list.

New Business: Library trustee handbook review:

Appointments:

MOTION: Motion Diane, second Deb to reappoint Donna, Gabe, and

Janice to two year terms as trustees.

Resignations: Colleen Little resigned from the board. She will be missed.

MOTION TO ADJOURN: Motion Deb, second Pat, to adjourn at 8:55 P.M. to the regular meeting scheduled for December 9, 2015 at 7:00 P.M.

Attest: Michelle Walker

Secretary