

Minutes for Ainsworth Public Library Trustee's Meeting
Williamstown Public Safety Building
Friday, March 12th, 2021
(unofficial)

Time: 10:00 AM

Call to Order:

Welcomed Tammy Griggs as newest Trustee of the Library.

Motion made by Helen Duke, Trustee Chair to call meeting to order.

Motion seconded by Tammy Griggs.

Motion Passed.

Attendance:

Helen Duke – Trustee Chair
Tammy Griggs – Trustee Secretary
Sarah Snow – Librarian
Carol Corneille
Jill Plastridge
Karla Perkins

Election of Officers: (Chairperson and Secretary)

Sarah read the Mission statement of the Library and the description of the officer's duties.

Motion made by Carol Corneille to elect Helen Duke as Trustee Chair.

Motion seconded by Karla Perkins

Motion Passed.

Motion made by Karla Perkins to elect Tammy Griggs as Trustee Secretary.

Motion seconded by Carol Corneille.

Motion Passed.

Sign up for Trustee Committees:

Building and Grounds – Karla & Carol
Annual Appeal – Carol & Karla
5-year plan – Helen & Tammy

Yearlong Fundraising – Jill
Budget – Helen & Sarah

Motion made by Carol Corneille.

Seconded by Tammy Griggs.

Motion Passed.

Public Comments: No public present.

Friends Report: None

Chairperson Report:

Chair thanked everyone for being on time. A fundraiser was done at the school without being voted on by the trustees. She apologized and stated that we cannot do any added fundraising without it being voted on by the trustees. All things need to be properly discussed and voted on. We are not to go to Jackie Higgins, the town manager anymore with any issues.

Trustee Yearly Plan discussed:

Helen asked the Trustees to share their top 3 to-do priorities for 2021 "Trustee Yearly Plan."

- Establish Handicap Parking.
- Re-opening of the Library.
- Work on having a better relationship amongst the trustees, friends, town officers and staff, and select board.
- Continued planning for programs and activities for the community.

Trustee Yearly Calendar discussed:

Karla made a suggestion to move the budget planning and grounds and building committee report in May and June.

Sarah shared that the summer and early fall is the busiest time of the year for her and that wouldn't work to move the budget planning. Resolution would be to have an extra budget meeting in September to be sure that the budget could be discussed and handed to the town when it is due. Extra meeting TBA.

Grounds and Building meeting will be moved from May to April and from June to May.

Motion made by Carol Corneille to accept the Chair's Report.

Motion seconded by Tammy Griggs.

Motion Passed.

Secretaries Report:

Motion made by Carol Corneille to accept the Secretaries Report.

Motion seconded by Jill Plastridge

Motion Passed.

Treasurer's Report:

Sarah said that we are writing our own warrants to the town. Because of COVID we need to go to Helen's to sign them when necessary.

- Sarah makes sure to have a paper trail for all checks given to the town.
- Warrants were given to the trustees to sign.

- Sarah shared that there were fraud charges on the Libraries account, and she worked diligently with the bank to get them resolved. The bank was very supportive and efficient in helping to resolve the issue.
- On the financial report there is a reimbursement to the town that we are not sure what it is for. Several attempts have been made to try and resolve this.
- Jill made a suggestion to bring this up to the select board.

Motion was made by Karla Perkins for Helen to bring it to the select board.

Motion seconded by Jill Plastridge.

Motion Passed.

Motion made by Karla Perkins to accept the Treasurer's Report.

Motion seconded by Jill Plastridge.

Motion Passed.

Librarians Report:

Sarah received an email for the new order that we need to go through in the future to discuss any issues the Library may have. It is as follows:

- Librarian goes to Helen Duke, Chair.
- Helen then takes the issue to Select Board.
- Select Board then takes the issue to Jackie Higgins, Town Manager.
- Select Board brings resolution from Jackie Higgins back to Helen Duke.
- From Helen Duke back to Librarian.

We discussed that this process to get answers is too long especially for issues that need to be taken care of promptly. We will ask at next select board meeting for someone to be appointed in the town that can work with the Librarian.

Winter challenge deadline has been extended to get better participation.

Motion made by Carol Corneille to accept the Librarians Report.

Motion seconded by Jill Plastridge.

Motion Passed.

Old Business:

- March 26th at 3:00 p.m. there will be a virtual meeting with the Department of Libraries to discuss and concerns we have. This is open to the select board as well as the public. We are a loud three questions as well as the select board. Sarah will be sure to post this meeting a week prior in all the appropriate places.
- Sarah cannot be here to handle the virtual meeting so Tammy Griggs will set the meeting up for everyone to participate.

- Prior to the 26th we will have a separate meeting on March 23rd at 1 p.m. at the fire station to discuss what questions we want to ask the Department of Libraries and who will present them.

New Business:

- We will have someone from the Trustees attend the select board meetings once a month to give good reports of what we are doing at the Library to help our community and any issues that may arise. This is an opportunity for the board to get to know Trustees and an opportunity to rebuild relationship with the Town Officers.
- Helen Duke will go to town select board meeting in April.
- Re-opening plan for the Library was read by Librarian. We will need one Trustee to volunteer each day opened to be in the library upstairs; until the Governor's ordinance changes for the opening of businesses. Signup sheet was presented.

Motion to was made by Tammy Griggs to accept New Business.

Motion seconded by Carol Corneille.

Motion Passed.

EXECUTIVE SESSION IF NEEDED – 1 V.S.A. § 313

Next Meeting April 9th at 10:00 AM

Adjournment:

Motion made by Carol Corneille.

Motion seconded by Jill Plastridge.

Motion Passed.

Time: 11:45 PM

Minutes submitted by: Tammy Griggs, Trustee Secretary