**Townshend Library**

**Board of Trustees**

**Minutes of Meeting March 14, 2018**

Present are Marge Holt, Marilee Attley, Ann Allbee, Pat Lasoff, and Karen LaRue. Meeting called to order at 5:10.

**Agenda Changes:** Add reorganization of board and library sign

**Officers:** It was moved, seconded and approved to accept the following slate of officers.

Chair: Maggie Bills

Vice chair: Marge Holt

Treasurer: Pat Lasoff

Corresponding secretary: Ann Allbee

Secretary: Marilee Attley

**Snowshoes:** The Vermont Department of Health has provided us with ten pairs of snowshoes

with poles as well as a binder with informational packet for each person that checks them out and a press release. Contact at VDH is Robin Rieske. This was part of their initiative to get Vermonters outdoors more. Pat will check with an attorney about the validity of the release form.

**Minutes:** It was moved, seconded, and approved to accept the minutes of the Feb. 12, 2018 meeting.

**Correspondence:**  None

**Librarian’s Report:** 3 Generation Collaboration is trying to encourage student to volunteer at the library. WIC sent thank-you notice for use of the library and to report that they will come every other month starting in March

**Treasurer’s Report**: Money Market as of Feb. 28 was $36,303.83. Key Investments were down $3225.05. We also received a 1099 form. Pat will investigate whether we need to file a return. Fund drive total was $13,695, the highest ever.

**Pay Orders:** It was moved, seconded and approved to approve Town Order dated 3/14/2018 in the amount of $534.69 and Trustee Order dated 3/14/2018 in the amount of $1134.27. Petty cash is $.27 and will be held until next meeting.

**VERSO Update:** Karen has been working on cleaning up current catalog and patron records to be ready for transferring to VERSO. There are still many questions about how it’s going to work, especially regarding how to catalog items. Turnover at the Department of Libraries has made process more difficult. We may need to extend LibraryWorld, which expires in May.

**Policy update**: It is moved, seconded and approved to review and approve “The General Library Objectives and Responsibilities.” It is moved, seconded and approved to change “Maintaining and Developing the Collection,” in item B, remove tapes, videos, and computer software and change dvds to movies and cds to audiobooks. In item C, remove regional libraries. In item E, remove the final line “Fiction or other materials of high-interest…”

**Library sign:** Marge has the name of person who painted signs for hospital. She will contact to ask him for estimate on redoing front sign.

**Fundraising:** Sherburne Library did a sip and sell and Karen has copies of their rules and regulations and word list. Ann said the Phelps Barn does a trivia night for non-profits. Ann will find out details.

Next meeting is April 11, 2018 at 5:30.