

**Wilder Memorial Library, Weston, VT**  
**Board of Trustees Meeting Minutes**  
**December 7, 2015**

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Present: Deborah Granquist (Chair), Donna Bonang, Carrie Chalmers, Malcolm Hamblett, Bill Hoyt, Marguerite Mason, Kieran McKenna, Trustees

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A meeting of the Board of Trustees of the Wilder Memorial Library was held at the Library on Monday, December 7, 2015. Chair Deborah Granquist called the meeting to order at 4:00 PM.

**Approval of Minutes:** After reviewing the draft minutes, a motion was made and seconded:

*To approve the minutes of the September 28, 2015 Board meeting.*

The Board will approve the minutes of the June 15, 2015 meeting as soon as they are done.

**Library Director Report:** Library Director Amanda Merk was absent due to illness. Amanda will keep the Board up to date with periodic emails.

**Buildings & Grounds:** Malcolm Hamblett reported that the railing on the front steps appears to be a little loose and he suggested that we look into repairing it. Bill Hoyt mentioned that he thinks we recently repaired this railing. Malcolm will check with Lee Nemlich on this. We were reminded that Lee did a beautiful job with the Buildings and Grounds. Deb will send a note to him thanking him again for his service and attention to detail.

Malcolm also brought up the issue of handicap access and better parking. He will bring something for us to discuss to our next meeting. Bill Hoyt noted that we do take off the screen door in the winter. Malcolm said he would take care of this.

**Break in Follow up:** There was discussion about the break in and a concern on how to provide some level of protection for the Library. It was agreed that we do not need to invest in a security system but that some flood lights and motion sensors would be a good idea. Amanda had reported that Mike Savage has offered to do the work pro bono; we just need to pay for the equipment. There was discussion about where the lights should go and it was agreed that Amanda should work with Mike to decide where the lights would be best.

**Personnel Policies:** Malcolm prepared a Personnel Policy which basically codified what currently had been in place for Kerri MacLaury. The policy contains policies for holidays, snow days and sick/personal days. After discussion a motion was made and seconded:

*To adopt the Wilder Memorial Library Personnel Policies effective as of January 1, 2016.*

**Treasurers Report:**

*2015 Results.* Bill Hoyt reported that we have had a good year and should have a budget surplus of at least \$1,000.

*2016 Budget.* Bill presented the proposed budget for 2016 which he and Amanda put together. The proposed budget shows a slight increase in income from 2015 budget and a slight decrease from 2015 actuals. Services increase by 21% due to increases in books, adult programming and a new computer. It was suggested to revise the proposed budget by \$1000 for the new computer. Operating expenses decrease due to the pre buy of oil in 2015. Staff & education expenses increase slightly to reflect an increase in salary for our Library Director. We are able to balance the budget because of a 2015 operating surplus. After discussion a motion was made and seconded:

*To adopt the proposed budget for 2016 as amended.*

**Other Business:** There was discussion about strategic planning and it was agreed that we would address this in 2016. A starting point might be a survey for townspeople – online plus at the Town meeting in March.

The meeting was adjourned at 5:20 PM.

Respectfully submitted,

Deborah Granquist on behalf of Marguerite Mason, Secretary.

#### **2016 Board Meeting Schedule**

February 1, 2016

April 4, 2016

June 6, 2016

August 1, 2016

October 3, 2016

December 5, 2016

#### **Attachments:**

Personnel Policies  
2016 Budget

#### **Next steps:**

1. Malcolm to research railing repair and develop plan for handicap access and additional parking
2. Amanda to work with Mike Savage on flood lights and motion sensors
3. Debbie to work with Bill and Amanda on the budget and report for Town meeting.