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**CABOT LIBRARY TRUSTEES
MEETING OF OCTOBER 5, 2006
MINUTES**

Present: Trustees Paula Davidson (chair), Diana Klingler, Judy Boucher, R.D. Eno (secretary); Librarian Connie Koeller

1) Convened at 5:30 PM.

2) Minutes of previous meeting. Trustees made emendations in draft minutes. R.D. moved, Diana seconded to accept the minutes of meeting of August 10 as edited. Passed.

3) Librarian's Report: Year-to-date visits are down by 14%, but attendance at off-site programs (July 4 Music with Bill and Libby Hicks, the Magic Show at the Cafeteria, the movie at the Masonic Hall and the poker program at Cabot Commons) is not counted, and the Fall Foliage Festival, which usually brings in about 75 people, occurs in October this year instead of September. Movie night might become a monthly Friday family event. Donations might be sought for an indoor-outdoor screen. Connie reported that the State Library Association may seek a permanent line item in the annual state budget to share among local libraries for operating expenses, in order to continue the popular expansion of library services made possible by the discontinued Freeman Foundation grants.

4) Annual fund-raising letter. Trustees discussed new formats for the letter, possibly to include a return envelope; whether to send the letter at (reduced) first-class rates for better recipient response; and whether to add an appeal for special donations to complete funding for the shelving project. It was suggested local business might contribute toward the increased cost of the mailing, and R.D. volunteer to solicit such support in exchange for acknowledgment of donors on the envelope.

5) The shelving committee has met once and it waiting to hear back from cabinet-maker Paul Council.

6) Connie met with Bill Worley to discuss Library computers, which are 5 years old and might need to be upgraded. Donated computers might be obtainable to replace current equipment. A computer line might be added to Library budget. Also, a Verizon grant may be available to provide scanner and code input for easier check-out and inventory tracking.

7) This meeting being a make-up for the canceled September meeting, Trustees decided to hold regular October meeting on Thursday the 12th.

8) Adjourned at 7:00 PM.

Submitted by R.D. Eno, secretary.