

Craftsbury Public Library
Board of Trustees Monthly Meeting

March 6, 2023

6 - 7:30 p.m.

Next meeting

Monday, April 3, 2023

Present

Ann, Kim, Steve, Susan, Alison, Misty

Absent

Marc, Alan

Call to order

Jan calls to order at 6:04

Other business

None

Addition to the agenda

Jan would like to add one item to the agenda: discussion of the Capital Project Grant Funding Opportunity Needs Assessment. Jan moves we add that right before the Working Group summary. Ailynne seconds. Unanimous approval.

Public comment

None

Board training

The Board will be completing training videos to prepare us for our roles on the Board of Trustees. The first video was Trustee Duties and Responsibilities. It was short, concise and to the point. Thanks for sending this, and the Board Planning Matrix, Susan.

Memorandum of Understanding (MOU)

Do we have the MOU between the Library Friends and Board of Trustees? We don't have a formal "Friends" group. We are a municipal library so we don't explicitly need it because the Board can handle fundraising. We have lots of informal volunteers in the community that Susan keeps contact info for.

All Trustees have a voice

Do we have a more formal way to make sure everyone's voice is heard in a meeting? The general best practice is to speak up if you have something to say. If we're having a more contentious discussion we can invite everyone to give an opinion.

Another best practice is to keep in your mind, “Will I be in the minutes tonight?” If you haven’t contributed yet, maybe you should second something, or make a meaningful comment.

Efficient meetings

A discussion ensued about how to make our meetings more efficient. Should we stop reading through the Librarian’s report? Should we read through the financial report? The broader consensus seems to be that we should continue to read through these at the meetings to absolutely ensure folks are hearing what is going on each month at the library. Board members may choose to spend less time reviewing them *before* meetings if they want to avoid the redundancy.

Ann mentioned that for the Treasurer, the line between the “trees” (Director/employee responsibilities) and the “forest” (Board responsibilities) is getting blurry. The Treasurer has needed to get into the nitty gritty details. Can we find more training in this regard?

Approve minutes from last meeting

Steve makes a motion to approve the minutes as corrected. Alison seconds.

Financial Report

Ann has been working on some changes to clean up Quickbooks. For example, how do we show the interest that we are making from the investment account? As it comes in? Or in an end-of-year summary? She has been making many other changes and improvements that this Secretary doesn’t feel she can do justice to in a summarization. Thanks, Ann! Steve makes a motion to accept the financial report. Jan seconds. Unanimous approval.

Librarian’s Report

- There will be an online trustee training from the Department of Libraries on March 23rd at 11am. This training is free to library Trustees. The sign up link is in the Librarian’s report.
- The Public Library Report took up a huge chunk of February. Yay, it’s done!
- *Lots* of programs coming up this month - check out the library calendar.
- We received a grant from the Green Mountain Fund to expand our juvenile fiction collection. Other grants have been applied for and many have been awarded. They will be rolling in soon.

Capital Project Grant Funding Opportunity training

Jan attended a 2 hour webinar on the Capital Projects Grant Funding Opportunity. This is a huge pot of money that the State is hoping to award to as many libraries in need as possible, for capital improvements. If we think we might want to apply for some of these funds Susan must complete a Needs Assessment by the 31st of March. Once the Needs Assessment is complete, projects will be “approved for application” and then we can actually apply for a grant. They determine which project fits which grant category. One category is for individual projects and priority goes to “shovel-ready” projects with a short time frame that are ready to begin right away. So we need to determine what our immediate needs are. Susan makes the point that we don’t want to get in over our head into a huge project just because the funds are available.

Federal funds come with a lot of strings attached. The board discussed and decided we should submit the Needs Assessment anyway, and decide later if we actually want to apply. Our current needs are staymat in the driveway/parking lot, exterior painting, and a heat pump.

Working Group reports

Finance working group

See 'Financial Report' for update.

Policy/Planning

We have a meeting this week for an introduction to the long range plan. The hope is to have a new/amended plan drafted by the June meeting.

Books for Babies

We're caught up on deliveries through the list we got in December. Misty will contact the town clerk at the end of March for another list. We have a new donation of personal care items from Vermont Bee Balm and we still have plenty of knit items. Susan is working on a grant to get more books for the bags.

Fundraising

The Fundraising Committee will meet on the 13th. The Treasure Hunt has been a success. It looks like a similar amount of people attended as last year. We're probably on track with the fundraising amount from last year. We've gotten lots of positive feedback from the community.

Not much progress has been made on the Barn Dance so far, more progress will be made after our meeting on the 13th. Barn Dance and Plant Sale will be May 20th.

National Library Week

National Library Week is April 23rd to 29th this year. In the past, board members have written on FPF about how the library has served them over the years, or one time we had a raffle for Genny Pizza where an entry was a haikus about the library.

Kim might take on some sort of raffle/outreach, we can talk about it more at the April meeting.

Adjournment

Jan makes a motion to adjourn at 7:30. Steve seconded. Unanimous approval.