

Craftsbury Public Library
Board of Trustees Monthly Meeting
May 1, 2023
6 - 7:30 p.m.

Next meeting

Monday, June 5, 2023

Present

Jan, Kim, Marc, Ann, Alison, Steve, Ailynne, Susan, Misty

Absent

Alan

Call to order

Jan calls to order at 6:05

Addition to the Agenda/Other Business

None

Public Comment

None

Board training and discussion

Community Needs Assessment and Strategic Planning Video

Comments from the board: Alison felt like considering the angle of the library being a renewable resource was really neat. Jan felt like the point about being involved in other community initiatives was a good one. Should we be involved in the Farmer's Market? Susan says that Jen usually goes once or twice during the year to talk about summer programming and have a story time session. This year we are hoping to get community feedback about what services really matter to people. We will be canvassing with an informal community needs assessment. We should consider taking it to other community events as well: Block Party, Farmers Market, Plant Sale, Book Sale.

Susan is wondering if we want to continue doing these training videos before our meetings, in this busier season. The consensus seems to be, "Yes." They are short and digestible.

2019 CPL Community Needs Assessment Report

Ann was surprised by the number of people who have never been to the library. Susan explained that this result may have been due to the fact that the survey was given to high schoolers and many of the high schoolers from other towns had never been to our library. Jan was surprised by the percentage of craftsby residents who have library cards - it's almost double the state rate. That's thanks in big part to how few barriers our library staff has put up to acquiring a library card at the CPL.

Approve minutes of last meeting

Steve makes a motion to approve the April minutes. Ann seconds. Unanimous approval.

Financial Report

We have now made our full budgeted transfer from the endowment account for the entire year. Due to some unbudgeted expenses (water heater, solar project deficit) we may need to carefully manage cash flow over the next months. Susan has submitted some new grants to try to cover these unexpected costs. Craftsbury town may be able to make a partial payment in July when taxes start coming in. After a bit more research, we have a more complicated understanding of the endowment fund. We'll move our investment policy discussion until June.

If we are overdrawn at any moment, what will the consequence be? The consequence will be that we might have to withdraw more from our endowment to meet our obligations.

Jan moves to accept the Financial Report. Steve seconds. Unanimous approval.

Librarian's Report

It feels as busy as pre-pandemic times. People are meeting, fundraising is going on, programming is amping up.

Allison has some raspberries to donate for the plant sale. Will someone take care of them until the 20th? Ann has volunteered to care for the raspberries.

The hot water heater sprung a leak. Fred's came out and replaced it right away and the new one is now operational. Susan is working on an Urgent Need grant to cover some of that cost.

Lots of collaboration has been happening - with Sterling, the elementary school, local nonprofits and residents.

Staff members and volunteers no longer have to mask. We will still keep masks around to use when more cautious patrons visit. COVID test kits are still available.

New grant applications submitted for: ASL interpreters for some summer programming, children's services, water heater, and some additional funds for the solar project.

Lots of great programming is coming up, which will be highlighted in a re-configured summer programming calendar - available on the circulation desk soon. Upcoming programs include: composting workshop, Scotland trip slideshow, Vermont Humanities Council *Vermont Reads* discussion on *The Most Costly Journey*, Book discussion on *True Biz* (with ASL interpreter), VINS raptor program.

National Library Week (April 23rd to 29th)

The drawing was really fun and we got lots of comments about what people value about our library. Many of the comments expressed *how* people feel when they are here, which was nice to see. The winners were drawn on Friday and folks were really excited to learn they won a prize. It was an effective form of community outreach especially in that it was a campaign headed by the Board, it gave the public a sense of who the Board is.

Working Group reports

Policy/Planning

The Board looked at a draft of the long range plan to ask questions and flesh it out. The committee tried to focus on refining our goals and launching from the community needs assessment (2019), rather than taking on big new projects.

1. The library will operate at an optimal level of service, which will meet the needs of the community and consider limiting factors such as financial health and staff workloads.

Should we add something in under identifying community feedback that gets at the question, "Who are our cardholders?" We already have information on where our cardholders live, and that seems sufficient at this time.

Ann would like to see language added to the line about financial health to include "aligning revenues and expenses."

Allison wants to note that somewhere it should say that we're assessing our spending, as well as our fundraising.

2. The board of trustees will increase financial support for the library

The big and hard question might be does the library need the staffing we are currently at. If that is not what we need, we should adjust? If we do need the staffing, how do we raise more funds for it?

3. Refine volunteer recruitment and management methods

Susan is handling this item and the goals as outlined in the long range plan look good.

4. The rooftop solar and battery system will be completed in 2023

Should we add something in here about assessing if we're using our extra credits wisely? Maybe in a future long-range plan.

5. The trustees will assess upcoming needs for library building and grounds in 2023 and seek funding to address the needs.

The building could be stained one side per year. There could be more insulation in the basement. STEVE TAKES NOTE: The casement window in the basement is open, for air quality, it needs to be closed before winter.

6. The library will maintain secure and current computer and technology services.

Good as drafted.

7. The trustees and staff will begin the process of developing and emergency management plan.

Good as drafted.

8. The library will continue to refine digital service, usage, and LOCAL collaborations.

Good as drafted.

Fundraising

Barn Dance/Silent Auction (May 20th)

Everything is looking good for Barn Dance and each organization is pulling their weight. We still have to dial in the volunteers. Talk it up in the community. There is a volunteer sign up sheet at the circulation desk.

Plant Sale (May 20th)

We're in good shape for the plant sale. The sign up sheet is out there. It's coming up and we're looking for pots. Ailynne wants to note that if you come up short on

pots, let her know and she could contact some of the local nurseries. Sometimes they have piles of off-brand pots up for grabs.

Garden Tour (June 17th)

We're waiting on a few more descriptions but overall we're in a good place. We'll try to get everything together as soon as possible to get information to Kestrel for map-making. Kestrel is leaving for a trip on May 11th.

Book Sale (July 8th)

Allison reports that some volunteers are already sorting through books. There is a potential book donation coming and Linda Ramsdell is going to provide some storage space while the basement is in use by the solar project. In June, we will start asking for book donations. We need volunteers to help sort through books at that time.

Investment

The investment policy review has been tabled for the next meeting. The endowment is a bit complicated, so we will discuss the details at the next meeting.

Plant/Property (Solar)

Vince has started installing the brackets that hold the solar panels. It appears the solar installation part will be completed fairly quickly.

Adjournment

Allison moved that we adjourned the meeting. Steve seconds. Unanimous approval.