

**Craftsbury Public Library**  
**Board of Trustees Monthly Meeting**  
**November 7, 2022**  
**6 - 7:30 p.m.**

**Next meeting**

Monday, December 5, 2022

**Present**

Lise, Mark, Ned, Susan, Jan

**Absent**

Christina, Steve, Allison

**Call to order**

Ned calls to order at 6:05

**Approve minutes of last meeting**

Ned makes a motion to accept minutes. Jan seconds. Unanimous approval.

**Financial Report**

We would like to see our money moved either into an interest bearing account or into Merrill Lynch and not have it sit in the checking account. We want to keep some funds available for building maintenance. We've prepaid for propane but haven't been billed for other summer maintenance (mowing, etc.).

Jan makes a motion to accept the Financial Report. Lise seconds. Unanimous approval.

**Librarian's Report**

- Circulation is up on Kanopy and that may mean we want to look into cost sharing or changing the per-month views in the future.
- COVID caused staff shortages this month. There was a well attended vaccination clinic hosted at the library.
- Susan cleaned up the patron database to help with mailings and label making for our annual letter. The labels are ready!
- The new afterschool program is running at the library two days a week now. This is in collaboration with the Rural Arts Collective. Dungeons & Dragons group as well as informal afterschool usage has been regular and busy.
- Susan has been working on formalizing the volunteer list to help with future projects.

## **Working Group reports**

### **Budget**

There are fewer funding sources coming in than in the past few years. No PPP funds, renovation project grants, etc. We will have a tighter budget this year and will have to make some adjustments. We have received some funding for the battery and solar project we proposed to the ARPA committee and are on our way to having the full amount ready to start that project. This is a project outside of the scope of our normal annual budget and expenditures.

### **Personnel**

The personnel committee needs to meet again before the end of the year. The committee re-wrote the director's evaluation based on the new job description written by Susan. Evaluations will be filled out tonight. Board members who are not in attendance tonight will get their evaluations into Lise in the next few weeks.

### **Art & Artifacts**

The arts and artifacts have been cataloged. Jan has made a donation form for art and artifacts that collects the information we're looking to catalog and gives the board an opportunity to discuss whether we will accept donated items. We have limited wall space to consider.

### **Nominating**

We have a rough list of candidates that we've brainstormed. Lise is stepping down from the board at the end of the year. Ned will be at the end of his two consecutive 4-year terms and we also need to replace the town-elected position. We will need to nominate at least two board-elected trustees and one town-elected recommendation. Board members will ask some of the candidates if they are interested in being on the board. Potential new trustees may attend the beginning of the December meeting to check it out and we can vote in new members in the January meeting.

## **Trustee Fundraising Letter**

Ned has the letter pretty much ready. Each board member will get a list of patrons and materials, including the letter. We add handwritten notes to the donation letters and then bring them back to the library. We are going to enclose return envelopes this year. By Friday we could have the letter done and ready to copy. By November 16th the packets will be ready for board members to pick up. Goal is to have them back to the library by Wednesday 11/23.

## **Evaluate Library Director**

The board members who were present filled out the Director evaluation. Lise will distribute the evaluation to the board members who were not present. The results will be averaged and shared with Susan.

## **Adjournment**

Ned made a motion to adjourn at 7:45. Lise seconded. Unanimous approval.