

Craftsbury Public Library

Board of Trustees Monthly Meeting

February 7, 2022

6 – 7:30 p.m.

Next meeting

Monday, March 7, 2022

Present

Ned Houston, Lise Erickson, Ailynne Adams, Steve Moffatt, Allison Van Akkeren, Chris McDonnell, Janice Andrus, Susan O'Connell (Library Director)

Absent

Christina Rumery, Mitch Hunt, Marc Ciecierski

Approve last month's minutes

Ned moves to approve them with corrections to some Working Group members. Chris seconds. Unanimous approval.

Financial Report

Christina's financial report was not able to be sent. She did tell Susan about two points that needed to be brought up:

1. Kingdom Construction still has a check from last fall that has not been cashed. Susan will email them.
2. Christina has been trying to get ahold of Merrill Lynch about check that needs to go into investment account. Ned will reach out to his contact there.

Christina will send out her financial report when her internet is back

Librarian's Report

- In January Susan went on vacation. There were plenty of staff absences due to COVID and other sickness but everyone managed coverage. There will be other staff vacation time coming up but coverage is planned with volunteers, including coverage for Story Time.
- New State Librarian has been appointed. They will update the Vermont library standards, which is a good, and overdue, thing.
- State library is going to provide eBooks and audiobooks state-wide. This service will be free to everyone and will pull Listen Up Vermont content in. It will also integrate content that other libraries have already purchased, including eBook services we already pay for and share with Albany. As we bring in our new library cards and bar codes there

will be one set of instructions for both the State, and our separate, streaming services. This is good timing for us.

- Susan submitted the library report to the town in preparation for Town Meeting Day. She included information about all the services that are available and kept to a simplified format for the report. All three pages for the library, two from Susan and one from Christina (financials), got in on time.
- Children’s programs are going strong. Story time is variable (weather depending) but Jen recently had 11 attendees on one of the nicer days – which is a strong showing. Jen is still going to REACH afterschool program and saplings story time.
- AARP tax aid – Once again volunteer tax preparers will be at the library. AARP doesn’t allow for inside meetings, but folks made it work last year passing documents outside and tax aids processing them inside.

Review Public Library Report

Every year Susan submits the annual Public Library Report to the state. It is a requirement for receiving services from the department of public libraries, grants, etc.

It has included minimum standards, reports on the number of people that visit the library, checkouts, programs, home deliveries, staffing, budget, how much spent on books per capita, etc. Susan feels it’s good to have to take the time to look at all this stuff. At the federal level it goes toward getting us that four star rating. It’s useful to have a way of comparing libraries across the board.

The report just submitted was the 2020 data. This will be the first report we’ve submitted with pandemic data in it. The reports are available publicly from the Department of Public Libraries but the report using this data will not be available for many months.

Prepare for Town Meeting

Ned will be at the in-person “hearing” on the Saturday before town meeting day. It was suggested that the board do some outreach on Front Porch Forum to champion all the good the library has continued to do this year and important services we provide.

Points to talk about in Town Meeting include: we have not been able to make the same amount of fundraising because of the pandemic, and the expansion project was a large private gift and we were lucky enough to not have to pull in any other budget resources to finish the project. Lise mentions it might be worth mentioning the difference between Town Libraries and Public/Municipal Libraries. As CPL is Public/Municipal it is cheaper for the town.

Working Group Reports

Lise suggests a quick recap from the Working Groups at every meeting in the future.

Personnel

Final draft of employee handbook is coming soon. Send draft to board before next meeting – bring your questions and comments to the next meeting.

Finance

Hasn't met yet. On hold until we know the final budget. Lise will get the bookkeeper's job description finished soon. Will be reviewed by Finance and Personnel committee. Need to talk to Merrill Lynch.

Books for Babies

We got an updated list of new babies in Craftsbury. Catching up on the list of folks we've missed in the past two years. We've received new items donated (soaps, salves, booties) to complete some of the bags. Our previous orders were short 56 books, so Susan is ordering those books. We have 19 bags to finish up.

Plants & Property

Hasn't met yet. Ned wants to create a checklist or calendar of property maintenance tasks that must be done every year. Carpet cleaning should happen soon. Overhead lights need to get on that list.

Arts & Artifacts

Hasn't met yet. Need advice on insurance, maintenance, conservation, valuation. We should make a plan to document and photograph.

Long Term Planning

Mitch and Steve met about Long Term Planning in January and will bring notes to next meeting.

Fundraising

Treasure Hunt, Plant Sale, Book Sale, Garden Tour, Raffle/Silent Auction, Trouble with Harry Festival. Work on making smaller subgroups to take on individual events.

Treasure Hunt is starting on February 19th. Jan will distribute more posters. Allison distributed a task list via email so board members can sign up to help out.

Mitch's Resignation

Mitch has had to resign from the board. He was the publicly elected board member. We need to appoint someone to fill his spot until next Town Meeting when someone else can be publicly elected.

Open Hours Proposal

The temporary panel on Open Hours met and expanded the Thursday hours. New hours:

Mon: 2-6, Tues: 10-6, Wednesday: 10-6, Thursday: 2-6, Friday: 10-6, Saturday: 10-1

Steve motions to approve those hours. Ned seconds. The motion is carried.

Grant Opportunity

A grant opportunity has come up. Some ideas: stone patio, air filtration system, generator. Susan, Lise, and Ailynne will email to solidify the proposal.

Ned made a motion to adjourn, Lise seconded. Meeting adjourned at 7:45, February 7, 2022.