

Craftsbury Public Library

Board of Trustees Monthly Meeting

March 7, 2022
6 – 7:30 p.m.

Next meeting

Monday, April 4, 2022

Present

Lise Erickson, Allison Van Akkeren, Susan O'Connell (Library Director), Ailynne Adams, Christina Rumery, Janice Andrus, Marc Ciecierski

Absent

Steve Moffatt, Ned Houston, Chris McDonnell

Approve Minutes of Last Meeting

Susan found some necessary changes in the February minutes:

- The State Librarian will be working to help *update* Vermont library standards, not 'setting standards,' as the minutes originally stated.
- In regard to the Public Library Report – until a few years ago we had to meet minimum standards. The minutes previously implied that we are *currently* required to meet minimum standards.

Jan moves to accept minutes, with the above changes. Christina seconds. Unanimous approval.

Financial Report

Merrill Lynch did not cash the check Christina wrote to be deposited into the investment account, she put it back in the Operations account. If you looked at the Operations account now you would think there were 40k more than is accurate.

The Expansion account balance now reflects the correct account balance! Everything has been paid for.

Christina got back in to the online Merrill Lynch account (she was previously locked out).

The Secretary of State Annual Report has been filed. In doing this, Christina updated the list of 'significant people' on that account. The "Directors" now listed on that account are Ned, Lise, Christina, and Susan. Christina is now listed as the Registered Agent. If she was abducted by aliens tomorrow, any of the "Directors" listed on that account could file the Annual Report.

Christina emailed Mindy to ask what else will be needed for taxes this year – expecting lots about expansion projects. The journals that were filled out when transferring to QuickBooks will hopefully have everything she needs.

Balances at the end of the month:

Community Checking: \$27,305.07

Expansion Account: \$24,886.36

There is one more pay period this month.

Motion to accept Financial Report from Allison. Jan seconds. Unanimous approval.

Librarian's Report

- There has been focus in the last few weeks on how to loosen COVID restrictions. The first one Susan would like to loosen is the moratorium on indoor gathering at the library. This would include opening up library programming as well as opening the library to outside groups that want to use the space.
If cases continue to fall, March would be a transition time and indoor gatherings may be possible in April. Susan is working on a Library Program Leader Agreement to ensure that library policies are consistently adhered to within, and outside of, normal library hours. This Agreement would also ensure that Program Leaders take responsibility for the building, including closing and locking the building after use.
- Ailynne asked for a further discussion of COVID policies, in light of the new CDC guidance. Susan emphasized that library caters to a wide variety of people, including high-risk and elderly patrons, so the COVID regulations are more conservative than other organizations in the community. The board proceeded to have a discussion about library COVID policies. Lise suggested a round-robin so that board members could voice their opinions on the matter, for Susan's consideration. The group was split down the middle, with half being of the opinion that we should follow the CDC guidance, and half expressing that they were not very familiar with the new guidance, but they are in support of keeping the indoor masking requirement for now. Susan will keep us updated on how the community data trends and how she shifts the COVID policies.
- Building issues: The new driveway drainage is working as intended but drainage around the building still needs work – specifically around the addition. Lise brought up the idea of paving the parking lot, or some other driveway treatment. The Plants & Property working group will discuss this possibility further.
The greenhouse panels on the side porch started to rip last month and ripped further in the high winds we've had lately. The seller refunded us the money for the panels.
- Computers: The library computers are running Windows 10 but they have not been capable of updating to the newest version of Windows 10 for a while now. Susan has tried many fixes, including re-partitioning the hard drives. She's been working with Brian (on a volunteer basis) to find a solution, but they have not solved the mystery yet. The computers were purchased in 2012 and may need replacing soon and Susan can look into grant funding if this is the case.

- Summer Plans: Susan and Jen are working on Summer Programming for kids and adults. The event tent will be set up in the same place as last year for outdoor programming. Susan is in conversation with community partners to build an exciting program schedule which may include writers workshops, movement classes, monthly movie nights, game nights, and more.

Revisit Budget After Town Meeting

The budget passed! Thank you, voters of Craftsbury!

Allison is wondering how the Fundraising Letter is going. Susan confirms the letter fundraising is on track.

Plan for National Library Week

National Library Week is April 3-9. In the past people have put out baked goods to encourage folks to stop by. Sometimes library board members post to FPF about why they appreciate their library. Lise suggests possibly putting together a little video of all sorts of folks saying why they love the library. Susan suggests planning or forming a working group to plan for National Library Week. Board members should contact Allison if they want to be a part of the working group.

Working Group Reports

Fundraising

Treasure Hunt was a success. About 122 registrants. Raised just over \$1,000 which is about on-par with what we did last year. The goal was \$2,000, but it was a lofty goal.

Plant Sale will take place on the weekend of May 21st. Susan contributes greatly to the Plant Sale planning. She would like to have two board members join her to help in planning and implementation.

Garden Tour is tentatively planned for Father's Day Weekend. We hope to have tickets on sale by Mother's Day Weekend. Ailynne offered to be involved in that one and Allison offered support.

Book Sale has previously taken place during the Antiques and Uniques weekend. Antiques and Uniques is not taking place this year. We'll talk about the possibility of moving the book sale to August 13th, Old Home Day, at our next Fundraising working group meeting.

Barn Dance will not take place this Spring. Lise brought up the possibility of a Fall Barn Dance and the Fundraising working group will talk about this more at their next meeting.

Allison will send out an email to try to nail down another Fundraising working group meeting soon.

Personnel

Employee Manual:

Lise sent out the Employee Manual for notes. Allison brought up that normally lunch breaks are unpaid. Lise clarifies that VT law actually stipulates that lunch breaks must be paid if employees are not completely removed from working duties. It's often not possible for library employees to be completely unavailable to the public during their lunch breaks.

Should we specify the rate of leave accrual? Lise explained that is something to be in individual contracts for employment.

Ailynne suggests the possibility of a regular pay scale and/or annual or COLI adjustment. She will join the Personnel working group to discuss this further.

Christina moves to accept the Employee Manual. Allison seconds. Unanimous approval.

Arts & Artifacts

Lise started taking photos and documenting anything considered an 'artifact.' The Arts & Artifacts group will start a physical binder with photos and descriptions of these items. There is blank wall space over the printer. It could be a rotating "gallery" of local art. The Arts & Artifacts group will work on this idea and curate the space.

Books for Babies

We have made many deliveries to catch up on babies missed during the past two years. We still have a few outstanding bags to deliver. Two babies have moved out of Craftsbury and/or we don't have a current address for them.

Jan made a motion to adjourn. Marc seconded. Unanimous approval. Meeting adjourned at 7:39, February 7, 2022.