

Craftsbury Public Library

Board of Trustees Monthly Meeting

April 4, 2022
6 – 7:30 p.m.

Next meeting

Monday, May 2, 2022

Present

Ned Houston, Susan O'Connell (Library Director), Christina Rumery, Marc Ciecierski, Ailynne Adams, Steve Moffatt, Chris McDonnell, Lise Erickson

Absent

Allison Van Akkeren, Janice Andrus

Call to Order

Ned calls to order at 6pm

Approve Minutes of Last Meeting

No changes necessary for March minutes. Steve moves to accept minutes. Lise seconds. Unanimous approval.

Financial Report

Now that the final check to Kingdom Construction has cleared, Christina has transferred the balance into the regular Operations account. It's good to get it in there because Operations is an interest bearing account.

Fundraising

Fundraising Income – The treasure hunt raised about \$1,500, which is more than last year. Great news! The income is listed under two line items: Treasure Hunt, and Miscellaneous (this is the PayPal income).

Building Maintenance Account

Ned is going to work with Merrill Lynch on getting a building maintenance fund set up through investments. He will review and report back to the board about that after conversation with Merrill Lynch.

Steve moves to accept Financial Report. Chris seconds. Unanimous approval.

Librarian's Report

- Circulations numbers are higher for this month than they have been in the past two years. Good to see!

- A solution has been found for updating the computers. Susan had to wipe the hard drives and reinstall Windows 10. This involved a total reset of all computer applications, networks, etc. (starting from scratch). Now that we've reset things we should be in good shape with these computers, long as Windows 10 is still supported. Looks like it'll be 3 more years for Windows 10. At that time, the current computers will not be able to switch to Windows 11 so we will need new ones. This is a good grant opportunity.
- The LOCAL (Libraries of Craftsbury and Albany) project is coming along. New cards will be in soon. The board got a sneak peek of a lovely card design. Many patrons will not have to take any action for the switch to new patron numbers. For certain streaming services we will have to have a hard switch-over date for the new library patron numbers. We ended up saving money on this project because we had budgeted to upgrade the card lookup to SIP2. Fortunately, the state got a SIP2 upgrade in their new contract for state-wide use. The new system will allow for one number for Interlibrary Loan (benefit being that patrons will be able to fill out their own ILL requests if they wish to), audiobooks, movie streaming (upcoming!), and more.
- Our substitute librarian, Kim Wojnar, is no longer going to be able to work with us. We got a new substitute, Paula Davidson, who is a Greensboro librarian and happens to live right down the road. She is very familiar with the checkout system, and we are fortunate to have her.
- Indoor programming will resume this week! Monthly Land Ethic series (4/14), Talk of the Hearth (May-Aug.), Be Tick Smart (date TBD), D&D Group (5/9 and then twice monthly), Pysanky Egg Decorating (4/15), and Tuesday Story time and Friday Lego Club restart in mid-April.
- Susan is the incoming Public Libraries Section President of the Vermont Library Association. Congrats, Susan! She is organizing a series of Library Tours for librarians, and board members are also invited. The first one will take place April 26th. RSVP to Susan.
- Busy month of grants. Susan wrote several grant reports, and applied to four new grants. The Pleasants Funds Grant for new library cards (\$2,475 received), Concept 2 grant application for folding kayaks (and accoutrement) for the Library of Things, Craftsbury Community Fund grant application for the light project, MGN Family Foundation application to help pay the Children's Librarian salary.
Side note: There is a release form for the Library of Things equipment, Lise suggests we should have a lawyer look it over.
- The Department of Libraries supplied CO2 sensors to libraries that wanted one. Susan has been monitoring it and it shows that we are in pretty good shape for our ventilation. It's very clear that there is rise throughout the day as more folks are entering the building and at busy times.
- COVID reported cases, hospitalization, and death are not rising which leads to thinking about next steps for the library COVID protocols. Once we can open up the doors and

windows, in May, we may be able to change the Library mask mandate. We don't want to move in the direction of masks based on vaccination status. Status in the field: 72% of VT libraries required masks for everyone last week.

Other Items

Some members of the board expressed a desire to have a vote on the Library COVID protocols - one benefit being that Susan could reference the backup of the board when talking about the protocols with community members. This brought us into a discussion on the responsibilities of the Director vs. the responsibility of the Board of Trustees (i.e., day-to-day operations, protocols, policies). The larger discussion of responsibilities has been tabled for another meeting. No concrete decisions were made to either end, but most members had a chance to express their opinions.

Plant Sale

As a fundraising event this needs to be headed by board members. Susan has many of years of experience and can be very involved in the process but would like two board members to help out. Jan is interested in helping out. Christina offered to join the group. Steve is willing to make a few calls if need be.

Plant sale is May 21st

Garden Tour

New date for Garden Tour is Saturday, July 9 (rain date: Sunday, July 10) so as not to be scheduled too close to Book Sale and to accommodate folks whose gardens don't peak until a little later in the Summer.

Book Sale

Book Sale will take place on the weekend of Old Home Day (Saturday, August 13th).

Long Term Planning

The Long Term Planning group met and talked generally about what goals they have already identified, and how to make a long term goal document for the Library. They group is asking that each individual working group review and draft long-term goals (e.g., Plants and Property should make a list of goals for the building and grounds). Each working group specially should think, "What are your goals for the next three years?" **The Long Term Planning group would like to have these goals drafted by each working group by April 25th. Please send to Christina and Susan.**

Adjournment

Ned moved to adjourn. Steve seconded. Unanimous approval. Meeting adjourned at 7:22 pm, April 4, 2022.