

## **Library board meeting minutes Feb. Monday Feb. 6th, 2023**

Next meeting March 6th, 2023

In Attendance:

Susan O, Kim W. Steve M. Jamice A. Misty A, Ann I, Alan T., Allison VA (minutes writer)

Last Month's minutes: Steve M. seconded, all approved

Treasure report: After some correcting Ann reported that last year we were \$38,000 to \$36,000 negative (we did not use \$26,000 from the endowment, we had the rest in checking/savings to balance). She will try to get us that updated end of 2022 year report to us soon. She added a Financial Position statement to the monthly report to help us understand the Library's financial position each month. Steve moved to approve the treasurer's report Alan Second. All approved.

Alan Moved that Ann be authorized to make an investment of \$40,000 for the building fund (that was donated) in either money market or CD. With the consent of the financial working group.

Steve seconded

Motion passed.

Library Director report:

New Assistant Librarian position (drawn from applicants from July) hire Torrey Carl. Torrey has started her library shifts already, has been working on training her in the many library tasks she will be performing. Torrey's schedule is currently Tuesday, Wednesday, and Friday from 4-6 and Saturday from 10-1, though there may be some shifting of hours.

Library Volunteers- an online form for volunteers to indicate their interests in helping out the library. It was sent out to current volunteers already, and will following up with people as they fill in the form. Gathering the information all in one place, but there are also conversations about setting up new opportunities. Next step will be to share this more widely with the entire community.

Kim has started a Createvening crafts program for adult February-April, first and third Thursdays Misty is taking on a crafts swap- donating crafts and supplies. Will happen at the end of March.

Stories in French- Another volunteer led initiative started with a spontaneous French picture book purchase by Don Houghton when he was in Paris last fall. He bought a book for the library, then offered to be a guest presenter for a French story time. This drew new homeschool families to the library and a visit by the 3 rd grade class. Don has since funded the purchase of several more picture books in French and he has offered to return for another French Story Time.

Programs- We had a number of other programs this month, including:

Democracy in Vermont with Katherine Sims and Susie Houston  
Monthly Book Talk at the Care Center  
Twice monthly Story Time at Saplings  
Twice weekly Story Time at Library  
Mindfulness Workshop, put on with the Mental Health Group  
Houghtonanny and Ukelele Lessons

Talk of the Hearth (online) short story discussion  
Lots of Dungeons & Dragons, with our ongoing leader and two new high school leaders

New Book Bins- One part of the library expansion was going to be the addition of several more book bins to move our nonfiction picture books into bins. We had talked with Harry Miller about building them but he was busy and expansion funds ran out. Last month he built us 3 new book bins! The nonfiction picture books are getting more attention in their new spot, and this gives room for more chapter books, which did not have enough space.

Grants-applied for 5 grants this month.  
Ben & Jerry's Foundation for support for internet and printing costs (\$1,611)  
Union Bank for early reader books (\$250)  
Oakland Foundation for support of our digital resources (\$2,095)  
Vermont Electric Coop for picture books (\$1,000)

Hester Fuller's Gift- Hester Fuller remembered the library in her will, with the gift of 25 books from her collection. Tom Twetten has agreed to work with the library to select the titles and list them for sale. Tom has handled our special book sales for decades and is familiar with Hester's collection.

Working groups  
2023 Craftsbury Public Library Board Working Groups  
**Finance and Budget** Develops and presents proposed annual budget  
Develops and presents proposed annual budget  
Works with bookkeeper, treasurer, and accountant to ensure financial stability  
Members: **Ann I.**, Kim W., Allison, Susan O.

**Endowment and Investment**  
Develops and presents endowment goals/strategies  
Develops and presents investment goals/strategies  
Members: **Steve**, Ned Houston, Ann I,

**Policy & Planning** (formerly Bylaws & Policy, Long-Range Planning)  
Develops and presents Long-Range Plan (Update for 2020-2023)  
Develops and presents changes or updates to the Bylaws as needed  
Members: **Kim W.**, Janice, Steve, Allen, Susan O.

### **Personnel**

Creates & revises personnel policies and employee handbook

Oversees ED annual performance review

Members: **Janice**, Alan, Kim, Susan O.

### **Books for Babies**

Provides local families with books and information to welcome new babies

Members: **Misty**, Allison, Marc, Ailynne

### **Plant & Property**

Oversees building and grounds maintenance and improvements

Creates long-term plan to assure funds required

Members: **Steve**, Marc, Janice

### **Art & Artifacts**

Preserves & maintains the art and artifacts belonging to the Library

Members: **Janice**, Misty

### **Fundraising**

Plan and coordinate fundraisers

Reach out to community for assistance as needed

Members: **Allison**, Ailynne, Susan O., Alan, Misty

### **Solar Working Group**

**Ned Houston**, Alan, (*Vince O* as part of the Energy committee)

Bold= chair

italics= non board-member

While determining working groups ideas that came up for a grant: driveway fix up. Possible entry way open for after hour use. Susan felt the board had to agree to wanting that before she could write a grant for it.

Working groups meet as needed. No need to have open meeting laws met for the working group meetings.

Fundraising:

**Barn Dance**: Saturday May 20th, for the Simpson Library, Chamber players. Meeting on Wednesday Feb. 8th at 3:00 at the Craftsbury Library. Funds from silent auctions, tickets sales, food vendors. Dave Rowell will take care of paying band, portelets, and donating the space.

Plant Sale will be May 20th

Book Sale Antiques and Uniques or old Home day?

Allison moves that we have the book sale on A&U July 8th, Seconded by Janice. Discussion by Steve is there a better day? Moved to do it on A&U day

Treasure Hunt Feb. 25th to March 7th: Allison will set up. Kim will obtain quotes, type them and laminate.

Allison has a planning sheet.

Susan will be away during this time.

Fundraising working group meeting soon after the meeting with Dave Rowell on Wednesday Feb. 8th.

**Representative for the town meeting:** Election will be on the warning at the town meeting.

Great if we can have someone planned as nominated.

Steve Moffat is willing to be the representative. Janice will nominate him. Ann I and Allison as back up nominaters.

Steve will speak for the Library at the Town Meeting.

Need volunteers to staff a library table: Ann and Janice, Allison if she can

Kayak setup, tri panel on solar project, information on canopy

**Trustee training:** Agreed that Susan will give us a video or information to read on a topic each month before the library board meeting and we can discuss it during the meeting if there are any questions.

Possible first topics: Open meeting law, role of board members, difference between public and private library.

Steve suggested that we add to the agenda that we have time for public comment either beginning or end. Guidelines for time. It is not a place to vent just space for folks to speak up. Dedicate open opportunity for public comment as "other business".

Janice moved that the meeting be adjourned. Steve seconded. All approved