

**Craftsbury Public Library**  
**Board of Trustees Monthly Meeting**  
**September 11, 2023**  
**6 - 7:30 p.m.**

**Next meeting**

Monday, October 2, 2023

**Present**

Jan, Ailynne, Steve, Ann, Misty, Kim, Susan, Marc, Alan

**Absent**

Allison

**Call to order**

Jan calls to order at 6:05

**Addition to the Agenda/Other Business**

None

**Public Comment**

None

**Board training and discussion**

We've graduated from board training. Susan will share upcoming opportunities with us, for optional training. This includes the series on Intellectual Freedom - "Free Speech Basics", 2pm tomorrow.

**Approve minutes of last meeting**

Steve makes a motion to approve. Misty seconds.

**Financial Report**

Ann suggests looking at the last column. We're  $\frac{2}{3}$  of the way through the year. The equipment spending is above budgeted because we didn't include the solar project in the budget, but it has been mostly grant funded.

Jan asks if the grants for the solar battery replacement are on the financial report. They are on there, under Solar grants. The battery was not 100% grant-funded but we hope the rest will come back to us in a tax rebate in the coming year. We had quite a few large donations come in over the summer so we're in decent shape. We have gotten all of the town funding by this point so the balance needs to last until the annual letter income starts to come in.

Ann is going to check on the checking account figure and get back to us to make sure it's accurate - it looks low.

## **Librarian's Report**

The summer has been loaded with programming.

Kanopy usage has fallen off - which is what was predicted. It will probably pick back up in the winter. GLMC audiobooks/ebooks usage is increasing.

We shopped around for the heating oil contract and while we ultimately went with Fred's again, we got quoted a lower price.

Having the book sale donation window be shorter makes a huge difference reducing the time staff needed to accept donations.

There are three new computers in the Dustan Room, two of which were formerly-non-functioning computers. This makes a big difference in after-school noise/computer usage.

We've rejoined Vermont Early Literacy Foundation (VELI), this really helps shape storytime activity and focus on early learning skills. Thinking about bringing back an "Early Reading Fair" - if any board members would like to volunteer to staff any of the activity stations, please let Susan know. Thinking about having it in early November. Misty and Kim say they would probably be able to help.

The flooding in the basement voided the warranty on the solar battery. We have funding from two different grants to cover most of a replacement. We will install it later this fall.

The slide on the playground was broken recently. It's not cheap to replace it so we're doing a little research to see if it's possible to patch it.

Our insurance company is sending an inspector out tomorrow (Tuesday 9/12).

The septic tank was pumped for the first time in 20-something years. No issues to report.

Alan moves to accept the Librarian's Report. Ann seconds. Unanimous approval.

## **Review progress on goals**

Kim and Jan met to look at the long range plan. We have made a lot of progress so far.

We gathered 750 responses from the community about our services. We're going to use some of that data to help write our annual letter. Staff and books were the top-appreciated. Some other surprisingly appreciated pieces were: the playground, and the meeting spaces.

The policy for investment funds has been created. Endowment letter will go out next year, definitely not sooner. Susan is working on volunteer recruitment. The building and grounds list has been completed.

Steve reports that the town selectboard does not consider the library as part of their emergency plan, but there is no formal policy.

Jan and Susan have discussed that we don't need to make a formal policy about staying open for longer hours in the case of an emergency. Susan considers it her duty to make sure the library meets the community's needs in emergency situations.

## **Working Group reports**

### **Fundraising**

#### **Book Sale**

It was a success this year. Funds were a little less than last year, but just marginally.

Donation-style seemed to work out for the most part, but Susan did get feedback from a few folks that they felt pressure from some volunteers to donate more than they were giving. We need to have more training for book sale volunteers or have a board member

present at the donation table at all times - donation is truly that, no pressure to pay a certain amount and no shame.

– Ailynne (and Weaver) had to leave at this point so Kim took over the minutes. Thank you, Kim!

### **Solar Update**

See update about solar battery, above. The new battery is on the way, Steve is willing to help install it. Alan asks that we have more folks on the solar committee. Alan has been taking a lead role on this project and he's limited in time, and expertise. Jan suggested that we keep this in mind when we seek members to add to the board this fall. Ann is willing to help track the credits and keep an eye on the financial piece.

### **Others**

Ann wants to get the financial group together before November, this year.

Jan will be calling together the Policy and Procedure group soon as well, hopefully this month.

### **Consider changes to street address (911) and P.O. box**

Our street address appears to be incorrect according to FEMA/911. We can not register our current address in the system because it does not follow the guidelines for 911 addresses. We are paying for a large PO box that we don't necessarily need (due to ILLs coming primarily through the courier).

Jan prompted the board to vote on the address change and getting rid of the PO box. The board has voted to make this change.

### **EV charging station grant**

Jan stated we have time to study how this could work for us, but we need to make a decision on applying for the grant ASAP.

The idea is that the excess solar production would be made available for the EV charger and it would be "sold" to folks using the charging station.

There is an upfront cost to have the Ivers Electric to come and evaluate our space, but that would come back through the grant.

Susan prompted discussion of the big-picture before we move forward with pursuing this grant.

Ann – Will the income cover the usage if we have many people using the charger and the usage causes us to have to buy electricity from Hardwick Electric? How much surplus we have will impact our decision for how we use it.

Susan reviewed the "Considerations for Solar Usage/EV Charging Grant" document

There are many pros, but also cons to this project. (see document)

There are different levels to the specific charger installs. Each has its own features. For example, another library used a low expense install, with an honor system and it caused them to lose a lot of money. If we choose a charger with more features, which is more expensive, we could control how much money we charge.

There are other options for using our excess credits. We need some data on our solar production to see how much we produce and can use for projects.

- Heat pump – we need to do more research on this possibility.
- Donation to church for the food shelf - This was stated in our ARPA grant. This can be accomplished through group network metering. The church would earn a percentage of our credits. We also need to consider loss if at some point we are not earning many credits.

What option best impacts the library budget? What impact will this have on public perception? Do we want another project/do we have the time?

Jan – We need to decide whether or not to apply for the grant now (it is first come, first served), but the working group would discuss what the best option is for the solar usage. Susan expressed concern about the potential cost of fact finding. Might there be unforeseen expenses for this part of the project?

Jan made a motion to vote that Vince proceed with the grant and the board form a working group to evaluate all options for the solar credits, with no further funds expended until a decision is made. Steve seconded. 2 votes for, 4 votes against, 1 member abstained from voting. The motion has not passed.

Alan moves that the board form a working group to evaluate all options for the solar credits, with no further funds expended until a decision is made. Steve seconded. This motion was unanimously passed by the board.

Energy Usage Working Group now consists of Ann, Alan, Allison and Jan. Alan will be the chair.

### **Possible adjustments to fall calendar**

- Form working group to develop trustee fundraiser letter (September)  
Working group was formed tonight. Currently consists of Jan, Alan, Kim and Susan. Kim is the chair.
- Letter working group present letter and mail (November)  
This is the planned timeline.
- Adjust budget timing  
Working group will meet in October
- Adjust personnel timing  
Working group will try to meet by October
- Adjust staff evaluations  
Director evaluation will be moved to the October meeting.

### **Adjournment**

Alan made a motion to adjourn. Misty seconded. Meeting adjourned at 8:00pm.