

**CPL Board Meeting Minutes**  
**02-05-2024**

Members Present: Alan, Ann, Susan D., Misty, Allison, Kim, Deb.  
Susan O'Connell, Library Director.

Public Present: none

Meeting called to order at 4:30 pm by Alan Turnbull

**Public Comment**

None

**Approval of January Minutes**

Allison made a motion to approve the December minutes. Ailynn seconded. The minutes were approved.

**Financial Report**

Ann anticipates Annual Letter income will be less in 2024, because the letter went out early, and some income came in 2023. Water bill is quarterly, hence the wonky numbers. Printer - Susan O. fixed the printer (!) so we're not purchasing one (now).

The financial report was accepted.

**Librarian's Report**

Susan O. highlighted the *Green Mountain Farm* book discussion. It was well attended (31) and there was good energy for the discussion. This was a good connection with the Historical Society. *Green Mountain Farm* was one of the top inter-library loan books for the month of January.

*Cheap Travel* program, led by Susan O. was also well attended, with good participation. Jen has children's programming planned for the coming months. She is learning CANVA and hopes to use the graphic design on flyers, etc.

Susan O. encouraged the board to check out the Department of Libraries Spring Trustee training – online – April 4.

Eclipse! Planning is ongoing. Susan O. is working with the school, the PTO, The Genny, Sterling College. 500 eclipse glasses will be coming from Starnet. Astronomer, Doug Arion will be at the library March 13 for a pre-eclipse program. The eclipse will be livestreamed in the library in the event of cloudiness.

The three libraries have updated the local MOU. It's now in the process of getting signatures.

New door handle! People like it and are using it to CLOSE the door.

Shelly Lowe – National Endowment for the Humanities will be in NEK this week. Goal: keep the NEH aware of what the Vermont Humanities Council is doing and how they serve rural areas.

The board discussed the circulation numbers.

The librarian's report was received.

### Working Group Reports

- Solar Working Group  
The group has met a couple times. Jessica took meter readings over two weeks. Susan D. and Ann met with Mike. He expressed concern about some of the wiring and the set up. The group compiled a list of questions about the system. Eric Bornemann (solar engineer) will have a look and help us with some of the questions. He will meet with the working group. Ann has tracked IRS tax credits, and she will try to complete the IRS forms before sending them to the accountant. Right now the working group is problem solving and stabilizing the current system. Susan O. suggested a manual be written to ensure knowledge about the system is compiled and shared.
  
- Investment Working Group  
The Investment group met with a manager from One Day in July to learn more about the firm. There are no recommendations right now.
  
- Fundraising Working Group
  1. Misty reported on the **Red Sox raffle**. 80-90 tickets have been sold. 250 is the limit. On line sales are popular. Sales at the C Village Store are slow. Right now: \$744 has been received. Bill Lee donated the tickets. The board talked about options for pop-up sales. There was traction about setting up another bucket at the Outdoor Center. Susan D. will follow up and see if the Outdoor Center is open to that.
  2. Allison is setting up another **treasure hunt** in the woods on her property. It will be simpler than in the past. Goal: 150 people. In the past it's been about 100 people. Allison will reach out for expanded publicity and donations of treasures. 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade classes will try it out the Friday before the event. Feb. 24 – March 5. Allison will reach out to the Board to help at the event. Susan O. reported we have switched to Event-Brite for the tickets. A range for contributions will be suggested. Susan O. is working on the flyer.
  3. **Barn Dance** – This is a fundraiser for the Library, Simpson Library, Craftsbury Chamber Players. Dave Rowell has said he's ready and willing to host the barn dance. Planning is about to begin. Allison will be the point person from the Library. May 18 is a possible date.

### Review of Long Range Plan

Alan led the discussion. Reviewing the plan helps the Board reaffirm what our vision and priorities are and what we want to focus on this year.

1. Optimal Level of Service.

- a. The survey helped identify services the community values.
- b. Financial Health is ongoing.
- c. Personnel evaluation process is in place.
2. Financial support
  - a. Investment policy development is ongoing.
  - b. Communicating financial need – quantifying programs and services. We've done that. And it's ongoing.
  - c. Communicating funding sources to patrons is ongoing.
  - d. Endowment enhancement strategies. We have not done this. Investment committee will focus on this. They are focusing on legacy giving first.
3. Refine Volunteer recruitment
  - a. Susan O. continues to work on this.
4. Solar – ongoing. It's gotten lots of attention.
5. Buildings and Grounds - The need is ongoing, with some of the items completed or partially completed.
6. Computer and Tech service - Computers are in good working order and purchase of new equipment is pushed out to 2025.
7. Emergency management plan. The Library is not a part of the Town's Emergency Plan. We will consider developing a plan for emergencies in/around the library building.
8. Digital service and local collaboration – ongoing.

#### Review of Bylaws and Policies

Kim will pull together the Policy and Planning Working Group to get started on this review.

#### Prepare for Town Meeting

- Steve will speak for the Library at Town Meeting.
- Susan O. will set up a table. Allison and Misty will staff the table.

#### Review of Public Library Report

Susan O. submits a long report to VT Dept. of Libraries annually. She has compiled statistics from that report. What we see is a steady increase in all the ways the library is used.

Alan moved that the meeting be adjourned. Susan D. seconded. The meeting adjourned at 6pm.

The next meeting is March 4, 4:30-6pm.

Respectfully submitted,  
Deb McKinley  
Secretary