

Library Board Minutes, October 2, 2017

Craftsbury Public Library
Minutes
October 2, 2017

In attendance: Ned Houston, Don Houghton, Suzanne Griffiths, Aliena Gerhard, Saul Trevino, Barb Strong, Robert Linck, and Susan Flynn.

Absent: Matt Krebs

Also present: Susan O'Connell.

Meeting called to order at 6:05 pm by Ned Houston.

I. Secretary's Report

Minutes from September meeting approved.

Motion – Barb

Second – Aliena

Motion passed.

II. Treasurer's Report

- Received funds from town; another \$12,000 is still to come.
- Received donations.
- FICA taxes are being filed online monthly now because anything over \$2,500 must be filed monthly.
- Investment committee met on 20 September. Purpose was to narrow down investment advisors. The committee recommends that the library switch to Merrill Lynch, which has a very set plan for the library to keep it on track. Marvin Brown is agreeing to stay on as an advisor. The board agreed unanimously to accept the committee's recommendations.
- The library thanks Marvin Brown for his many years of devotion, during which he capably steered the library on a steady course through a volatile economy, as well as his continued willingness to remain as advisor.

Motion – Suzanne

Second – Aliena

Motion passed.

III. Librarian's Report

Susan O'Connell presented. Highlights include:

- Employees worked with all volunteers to learn the VERSO library system. Some volunteers are now ready to run the system on their own. Princess is learning how to catalog in the new system. Susan has been providing information to patrons on how to log in to their accounts. Official patron training will take place on 10 October.
- Computer upgrades continue to take place. We got 6 new hard drives, and the monitors (thanks to Ben and Jerry's) were upgraded as well. The larger fonts on the new monitors have already been found to be very helpful for patrons.
- Overdue books are down from 710 last month to 466 today.
- The Trustees Conference is 4 November at Champlain College in Burlington.

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IV. Other Business

**Susan O to develop password-protected section of library website for board members.

Ireland fundraiser

- Information for the Ireland tour is up on the internet. Susan gave a presentation, and 8 people attended.
- The committee (Susan O, Susan F, Saul, and Aliena) will look into library liabilities further, including speaking to the library's insurance company. A liability form is being drafted.

Progress on goals

- Goal 1 (reaching into the community) has been very successful.
- Goal 2 (improving visibility through advertising and promotion) has also been successful.
- Goal 3 (providing access to all ages) has been successful, with some points (e.g., ebooks, collaboration with the Historical Society, digital literacy) in need of improvement or still in the works.
- Goal 4 (Board of Trustees meeting the needs of the community, improving the financial stability of the library) has been very successful.
- Goal 5 (providing a safe building with adequate space and accessibility) has been successful; shelf space is still fairly inadequate.

Standing committee status and functionality

- Revisiting in November

Trustee fundraising letter

- The talented Ned Houston to draft the letter, per usual.

Nominations of new board members

- Matt Krebs is stepping down from the board at the end of the year. Robert Linck is finishing his 8 years and must step down.
- The board is reviewing possibilities for new board members to replace those who are stepping down.

Staffing by volunteers

- Discussion of staffing by volunteers only and safety and security of the library. Placing on the agenda for November.

Next meeting: Monday, 6 November, at 6 pm.

Meeting adjourned at 7:30 pm.

Motion – Don

Second – Ned

Motion passed.