

**Craftsbury Public Library**  
Board of Trustees Monthly Meeting  
January 7, 2018  
6-7:15 p.m.  
DRAFT minutes

**Present:** Polly Allen; Lise Erickson; Kristen Fountain; Ned Houston; Barb Strong; Susan O'Connell (librarian)

**Absent:** Don Houghton; Susan Flynn; Jacob Fritz; Aliena Gerhard; Saul Trevino

**Next meeting:** Feb. 4, 6 p.m., CPL

**Board Retreat:** Jan. 26, 9:30-2 p.m., tbd

**Minutes:** Corrections and updates to the December minutes were discussed. Our percentages regarding the town portion of library funding were a bit off. KF will correct. The proposed Consolidated Communications new plan was only \$20/month. NH moves to approve the December minutes with corrections; LE seconds. Approved.

**Election of Officers:** The positions of vice-chair (AG) and secretary (KF) were filled last year and positions are held for two years. We need to appoint a chair and treasurer for a new term. KF nominates Ned Houston to continue as chair; PA seconds. Unanimous approval. NH nominates Susan Flynn to continue as treasurer; BS seconds. Unanimous approval. We discussed the likelihood that this will likely be SF's last term as treasurer and that it would be helpful to plan for the transition. This is one of the most time-consuming positions, so it may make sense to hire a bookkeeper that the next treasurer could work with to make that role more sustainable moving forward.

**Organize Committees:** This item is postponed to the retreat since so many members are missing. NH asked people to look at the committee membership prior to the 26<sup>th</sup> and make sure they are as they should be. LE suggested that we add a Barn Dance Committee and an Ireland Trip Committee to separate out all the major fundraisers. We should also consider adding non-board members as needed to staff these.

**Building Insurance:** We have received our updated building insurance policy, but it is unclear whether the new playground is reflected. KF spoke with our account manager who said that it was, but the language is not there explicitly. KF will review and ensure that the policy has been amended.

**Treasurer's Report:** This is delayed. Susan Flynn will send out the latest report in the next few days. We will accept it next month.

**Librarian's Report:**

December was a relatively low usage month between difficult weather, holidays and staff and volunteer vacations.

- SO spent time updating our patron database with changed or invalid addresses.
- We have a new cleaner: Nikki Courchaine.
- Talk of the Porch/Hearth will continue in January with Tim Patterson stepping in for Julia Shipley as co-convenor with Stark Biddle.
- The November repair by Consolidated Communications has made our current internet more reliable. However, it is still slow. We learned after agreeing to a higher speed plan from CC engineers that it is actually not available. So we are left waiting for the installation from the town network's chosen provider, Kingdom Fiber. KF said that she believes that the issues with the state fiber that have slowed the rollout of the town fiber are close to being resolved. We hope the library will have much improved internet soon.
- We have a new sunlight lamp now in the reading available for patron use.
- SO and SF collaborated on determining the best way to convert the library finances into Quickbooks. We purchased the desktop software because only a few people need to have access to it. We have met a new library patron willing to help out with any challenges as we learn the new system. We discussed offering a class in Quickbooks to the general public as well.

**Review Public Library Report:** SO reported on the statistics she reported to the Vermont Department of Libraries. Our visitor numbers are up; our Wifi usage is increasing, though use of our desktop computers is down, most likely because people are bringing their own. Circulation is going down, though only slightly. Pre-school visits are down. Our grant-writing and grant funding is up.

Discussion: The board discussed considering the offer of e-books again to supplement our circulation. This was tried earlier and discarded because of the expense. But as more people move to electronic readers, and use electronic devices for audio-books, this may now find a bigger audience. The platform is also much simpler than it was when we subscribed earlier.

SO believes we are seeing more use of the library for meetings and community gathers. She intends to start tracking this more carefully in the future.

**Library Report to the Town:** SO shared what she wrote for the Town Report. This year it focuses on our collaborations, with the Albany Library, Sterling College, etc. Specifically, it talks about the new courier service and shared catalogue. SO also created a "by the numbers" page that should be interesting to residents.

**Plan for board retreat:** The retreat will be scheduled for Jan. 26. We moved the time a bit earlier and shortened it slightly. Lunch will be provided. NH will moderate, as we haven't been able to secure a moderator. The board spent some time brainstorming about agenda items:

- *Challenge scenarios:* Consider several possible occurrences that would pose a challenge to the library and how we might best prepare for these. (Ex. Staff/board transitions) NH phrased this as "our worst fears" and how to address them.
- *Vision/Goal-setting:* Where should the library be in 3-5 years?
- *Board self-evaluation?*

- *Other topics: those not here should add their thoughts*

**Thank You Letters for Annual Appeal:** PA volunteered to coordinate the letters. It is likely there will still be some donations coming. KF offered to post a reminder on FPF this week, and to send in her donation.

**Move to Adjourn:** KF moves to adjourn; Ned seconds. Unanimous vote.