

**Craftsbury Public Library**  
Board of Trustees Monthly Meeting  
February 4, 2018  
6-7 p.m.

**Present:** Polly Allen; Lise Erickson; Susan Flynn; Jacob Fritz; Don Houghton; Ned Houston; Saul Trevino; Susan O'Connell (librarian)

**Absent:** Aliena Gerhard; Barb Strong

Next meeting: 3/4/19

**Minutes:** MOTION/Ned moves to approve minutes; Don seconds. Unanimous approval.

**Treasurer's Report:** Susan Flynn reports we have reached beyond our set goal for the annual appeal. She anticipates asking Merrill Lynch to transfer some funds for FICA and salary payments in February. This is normal for us to take out \$20,000 from the endowment earnings over the course of the year to fund operations. We are usually able to put \$5,000 back into the endowment at the end of the year, so we keep our spending right around the anticipated growth rate of 3%. We're holding our own right now with our conservative portfolio. Kristen asked for some 2018 year-end information from the investment fund to inform the work of the endowment development committee. Susan continues to learn the Quickbooks program. MOTION/ Kristen moves to approve report; Ned seconds. Unanimous approval.

**Librarian's Report:** Susan did staff evaluations this month. She looked at job descriptions with staff for review, then talked about what was going well and what needs improvements. She plans to review those again in November prior to the personnel committee meeting and continue that annually in the future.

Susan is working to develop a Library University set of mini-courses. Current options shaping up are a Quickbooks class, Sketch-up class, Calligraphy class, and potentially a class on composting. We are planning them for March and April, perhaps every other weekend. We will not be charging, but will require pre-registration and will cap them at a size requested by instructor. There are many ideas for possible classes. It seems this concept could expand in the future.

Susan applied for the Turrell grant which we have received since 2005/2006. In Vermont, it has funded many children's librarians position. It's been shrinking over the years. She is not sure how much we can expect to receive.

There are some trustee training opportunities upcoming. Vermont Library Trustee conference will be on May 21 in Burlington. Also, the State Librarian Scott Murphy has stepped down after being on medical leave. The Asst. State Librarian will continue to be the interim state librarian. There are no longer regional reps to interact with; there are subject area experts.

**Long-Range Plan:** Long range plan committee should begin meeting sometime soon. The chair should set a meeting in the near future. In an ideal world the long-range plan should be accompanied by listening sessions and outreach to the community. We talked about whether

we should take on developing a strategic plan. That wouldn't replace this plan, which is very granular and targeted to specific medium-range tasks. However, it would set the libraries overall goals for the next 5-10 years.

We discussed how far we have progressed on our goals over the last three years. Susan O. feels that any of the items where clear progress has not been made are still high in our minds. Nothing seems to have fallen through the cracks. Polly asked whether there are any nuts and bolts items that we need to pay attention to. We went through the goals, with questions and comments.

**Committees:** A discussion ensued about how the fundraising event committees should coordinate. This year again the Barn Dance/Silent Auction will coincide with the Plant Sale/Book Sale on the same day. We had hoped to avoid this, due to volunteer fatigue. Though Ned pointed out there are some advantages to getting our major fundraising all over with at once.

**Town Meeting:** Ned volunteered to make a plea for the appropriation. Lise and Polly volunteered to do the table display. Don will be on the Historical Society table through and will be able to staff our table at the same time if they are next to each other. Don will also make the request for the table.

**Thank You Note Writer:** Polly volunteered to take over the regular thank you note writing from Lise.

**Books for Babies:** Lise and Aliena and Barb Strong will meet to develop this idea.

**Antiques and Uniques:** Jacob will shadow Don this year and take over after as the library representative this year.

MOTION/ Kristen moved to adjourn. Don seconded. Unanimous Approval. Adjournment.