

Craftsbury Public Library
Board of Trustees Monthly Meeting
May 6, 2019
6- p.m.

Present: Lise Erickson; Kristen Fountain; Jacob Fritz; Don Houghton; Ned Houston (chair); Barb Strong; Saul Trevino; Susan O'Connell (librarian)

Absent: Polly Allen; Susan Flynn; Aliena Gerhard

Next meeting: 6/3/19

Presentation: We are exploring ways to meet the library's unmet needs through a possible expansion. The first step is pursuing a comprehensive planning process that ensures we are meeting community needs and attracting community interests. Consultant Lawrence Webster is here to describe the Community Needs Assessment process.

LW: Most small library might not pursue such a thoughtful approach, but it is important. The proposed process is to do one invited meeting and one open public meeting to gather input. Then an email or mailing survey for broad reach. We have identified six towns (Craftsbury, Albany, Greensboro, Glover, Eden, Hardwick, Wolcott) served by this library, starting with the librarians. All small librarians share our patrons. We are open at different times, have programming at different times. We will make an effort to reach out to non-users and sectors of the community that we may not be engaging with as much as we would like. We identified some of these audiences during our long-term planning process. We brainstormed our sense of what an addition would be able to do. The timeframe would be to do this over the summer and be done by the end of the summer with a final report with recommendations.

Minutes: No corrections. Ned moves to accept the minutes; Lise seconds. Unanimous approval.

Treasurer's Report: Susan will be requesting money from the town to ensure cash flow. Otherwise, the reporting looks good. MOTION: Barb moves to accept the financial report; Ned seconded.

Librarian's Report: Susan has been working a lot on our fundraising. She will be working with her son Rylan to assist us with some software upgrades and computer difficulties. She discussed grants submitted to pay for the community assessment and children's services. Friday will be a garden cleanup.

Committees:

Policy and Bylaw Committee: No action to report

Barn Dance: Things are moving apace: drinks are all set; food purveyors are in line and have been told (or will be soon) about the large interest being expressed on social media; insurance for the evening is getting settled. LE will get menu specifics to post.

Auction items are looking good. There will be a live section for several items and this will be better called out so people hear and get involved. Dave Rowell will do the actual auctioning, Lise will organize signage around that part. The issue of payment for items at the live and silent auctions still needs some focus—what is the best way to make sure we get payment promptly without a lot of extra time needed. Lise will work with Susan F on this. Hoping for a gift of exercise machine(s) from Concept II for the auction—should hear soon.

Plant Sale: Plans seem to be moving forward well though Barb feels a bit nervous about cold weather and slow spring hold up donations of plants. Susan O’C feels progress is good. We need some more pots perhaps.

Book Sale: Have enough sorted books for this first small sale. Plenty of books more still to be sorted. Need some volunteers to haul books up in the a.m. especially (8:00 ish).

Books for Babies: Logo is set, bags are getting prepped, we have a grant to support it—underway very soon in June. Hooray!

Facilities Committee: Will make a master list of smaller maintenance projects to tackle. Big job is to do something to improve drainage around the front entrance after a problematic winter with ice and water. NH will touch base with Harry Miller about his thoughts and we will move on from there. NH will also check with Harry about smoke detector situation at the approval of the building .

Library Addition: the sub-committee will schedule another meeting before our next Board meeting to plan some in response to Lawrence Webster’s recs as we move ahead on community input and needs assessment. We expect to hear back from Lawrence W fairly quickly.

Antiques and Uniques: Don H has been to one meeting and another is coming. JF and DH will keep us informed. The CPL will do the signage as in years past.

MOTION to ADJOURN: JF moved, NH second. Motion approved and meeting closed at 8:04.