

Craftsbury Public Library
Board of Trustees Monthly Meeting
August 26, 2019
6-7:15 p.m.

Present: Polly Allen, Lise Erickson; Kristen Fountain; Susan Flynn; Jacob Fritz; Aliena Gerhard, Don Houghton, Ned Houston (chair); Barb Strong; Saul Trevino; Susan O'Connell (librarian)
Absent: None

Next meeting: October 7, 2019

Minutes: Ned makes a motion to accept the minutes of June 3, 2019 ; Saul seconds; Unanimously approved.

Treasurer's Report: Susan F. reports that we are doing fine with cash flow. This past month we received a grant for childrens services and paid for propane. We also paid for integrated library services and website renewal, expenses that occur just once a year.

Lise and Susan F. have been learning QuickBooks this summer and have spent many hours transferring our information onto QB online. See below for more discussion on this transition.

In spite of volatility in the market, our endowment is holding steady. Our investment advisor from Merrill Lynch, Adam Ihasz, based in Manchester, N.H., would like to come and speak to us. Because of the work upcoming related to the addition, we will invite him to come in the spring. Barb makes a motion to approve Treasurer's report; Aliena seconds. Unanimous approval.

Librarian's Report:

Our new internet connection through Kingdom Fiber is working really well, except for the connection with the circulation system, Verso. There appears to a glitch in the route the information takes from our library to Verso. The state library IT consultant came out on Friday, but failed to identify the solution. We are going to try connecting directly to the router rather than going through the Wifi system.

We've been busy this summer with children's and adult programming. We put more work into the things that we did, did less but got more people there.

We've started filling out time sheets to track weekly hours and comp times. Jacob suggests looking into the TSheets app that synchs with QB.

Library Expansion: We have 122 responses thus far on our survey. Online, we are getting one or two a day. Barb volunteered to send out a final pitch on FPF for people to fill it out online. We are still hoping to set something up at the Village Store. Susan will be bringing surveys to the 7-12 graders to hopefully get them to fill them out during the first week of school.

Front door: The lock broke again. Jacob has gotten it fixed, but it will need to be replaced soon.

Next month: There are many things going on. Susan is going to the Rural and Small Libraries Conference, Sept. 5-7, being held in Burlington this year. Jen will be on vacation from Sept. 7-20. Susan will be in Ireland from Sept. 12-27. There is a regional trustee training at Cobleigh

Library in Lyndonville on October 21st from 9-noon by Laura Keenan who is the government and management consultant. We can also set up a special session with her and a group of libraries.

Parking Lot Issues: Kristen asked for a follow-up. Susan O. reported that there does not seem to be any criminal activity occurring. It's just older teenagers and younger 20-somethings hanging out at the library, which we support. Susan O. is encouraging them to be respectful of neighbors and thinks that message has been received.

Quickbooks/Bookkeeper: Susan F. will continue acting as bookkeeper through the end of the calendar year, then we need to make a transition to a paid bookkeeper. Susan F. is happy to continue on as Treasurer only, overseeing the bookkeeper and providing financial reports to the board.

Ned moved that Susan F., Lise and Susan O. proceed to develop a job description and cost estimates for a bookkeeper to take over defined responsibilities from Susan F. at the beginning of the next fiscal year. Barb seconds. Motion carries.

Update on building projects:

We went over the remainder of the building projects that are left and who said they would do what. There are a few things left to do. We will review the issue of fire alarms and ask another library what the requirements are with libraries.

Brainstorm new board members/skills needed: Don is retiring this year. We have at least one slot to fill. Next month we will establish a nominating committee who will bring a slate forward. Ned asked the board to think about what might be needed. More expertise in building?

Aliena makes a motion to adjourn; Lise seconded. All approves. Motion passes.