

Craftsbury Public Library
Board of Trustees Monthly Meeting
October 7, 2019
6-7:45 p.m.

Present: Lise Erickson; Kristen Fountain; Susan Flynn; Jacob Fritz; Aliena Gerhard, Don Houghton, Ned Houston (chair); Saul Trevino; Susan O'Connell (librarian)

Absent: Polly Allen; Susan Flynn; Barb Strong

Next meeting: November 4, 2019

Presentation of Community Assessment (Lawrence Webster)

There may be no surprises from the assessment, but it was an important exercise. Basic findings: library is well-loved and supported. The community doesn't want the atmosphere to change. Summary shows that important feedback: right-sizing; looking at the entire space as a whole; providing flexible space, movable transitions; energy efficiency; storage space. We discussed the need to coordinate our activities with other available institution on the Common.

Minutes: No discussion. Jacob moves to approve; Saul seconds. Minutes approved

Treasurer's Report: We will be asking for a next installment from the town. Susan is working with the personnel committee to begin using Quickbooks for online payroll. Switching to every two weeks payments have necessitated reassessing policies. The changes will come before the board as a whole after there has been a chance to assess, to review and pass next month. The Quickbooks transition will also necessitate some development of bookkeeping procedures. We will have a job proposal and hours needed for next month as well. We are on track to make this transition by the end of the year. Aliena moves to approve; Lise seconds. Report is approved.

Librarian's Report: September was a big month of balancing staff being out. Prin and many volunteers kept the doors open while both Susan and Jen were gone.

The Verso software upgrade occurred while Susan was away. Now I am streamlining it to make it easier to use. The interface seems to be improved. There is other backend changes that will become clearer as we continue to use it.

The new internet connection has led to networking changes that is taking time to unravel. Susan is also spending time communicating with students about expectations. She has had to ask some to go. Aliena suggested giving the school our policy to circulate. Susan will also post it again on FPF.

Susan applied for a grant through the NEK Fund of the Vermont Community Foundation to fund her work administering a "Library University" with classes taught by community members.

There may be collaboration with Sterling and the Craftsbury Recreation Committee.

Susan attended the Association for Rural and Small Libraries.

New Policy for Keys & Access: The front door lock will not work for much longer. When we replace that it will be a good time to readdress key policy, i.e. how many keys should be out

there; who should get a key. The Policy and Bylaws Committee will look at this with Building and Grounds. Aliena, Polly, Ned and Susan O. will meet.

Expansion Committee: It is a big week coming up. There are three architect interviews scheduled. Kristen sent out the scope document to the remaining board members.

Books for Babies: Lise is looking up the town births, to have the numbers and information for the program. She is looking for knitted items. Kristen is knitting a few things. Jacob talked about posting in on FPF. We will discuss once the names are provided.

Ireland Trip: Susan reports that this year's group had 7 people. Nobody knew everyone. The participants all met once only. That was very different from last year, but it worked just as well. We raised \$4,947 for the library. The board supported continuing this fundraiser through another year.

Building Committee: We discussed when some trenching work in the parking lot could be done. Susan suggested Monday or Thursday when we are open only in the afternoon.

Book Sale: We currently have enough for a small book sale already. We discussed limiting the timeframe to a few weeks before the sale. This is a good year to try it.

Nominating Committee: We need to form one. Don is leaving because he has reached the end of his second four-year term. We will do this in November. Aliena will run this meeting because Ned is gone. Susan will send around a list of potential members to ask. Aliena will start an email discussion by the end of the meeting.

Fundraising Letter: Ned will write the letter.

Ned made a motion to adjourn; Don seconds. Approved.