

Craftsbury Public Library
Board of Trustees Monthly Meeting
November 4, 2019
6-7:45 p.m.

Present: Polly Allen; Lise Erickson; Susan Flynn; Kristen Fountain; Jacob Fritz; Aliena Gerhard, Don Houghton; Barb Strong; Susan O'Connell (librarian)

Absent: Ned Houston; Saul Trevino

Next meeting: December 2, 2019

Architect Presentation (Sandra Vitzhum): Her presentation was related to our current understanding of the status of our septic system. The library currently has a permit for 540 gallons, 140 of which is for the library's use. The remainder was set aside for the hook-up of a three-bedroom single family home (400 gpd). There is no record with the state that the single family home was ever connected. This is the Brown home. Sandra and Susan are reaching out to the family to try to find out what their records show. The library portion of the permit allows for two part-time staff and occupancy of 24 people. This will likely need to be amended to reflect current activity as well as for the expansion. The first step is to determine what the library's capacity should be. SV recommends engaging Patrick Larsen and is looking for the board's approval. The group agreed to move forward with that. Ned will be named the contact with Jacob as back up.

Minutes: MOTION Lise moves to approve the minutes of the last meeting; Aliena seconds. Unanimous approval

Treasurer's Report: Susan has been working with Linda Ramsdell. We've done two rounds of paychecks through the Quickbooks. We are going to begin direct deposits next month. We are going to be determining what kinds of reports should be received by the board. We still need to receive \$15,000 from the town. We reviewed the job description for a bookkeeper. We are going to offer them up to six hours per month. We may need to revisit that during the expansion. Susan will transition out of the treasurer role at the end of 2020. MOTION Susan F. makes a motion to approve the job description; Don seconds. Unanimous approval.

MOTION Jacob moves to accept the treasurer's report. Lise seconds. Unanimous approval.

Librarian's Report: Susan O. has spent much of the last month in meetings related to the expansion and personnel committee. She is also reviewing and pruning the patron database, and the annual appeal database. We have new patron groups, Dungeons and Dragons for teens and a world affairs discussion group. Jen has completed her Certificate of Public Librarianship. The board would like to send a letter of congratulations. Susan also attended the Library Directors.

Expansion Committee: Susan updated people on meetings that are coming up for the expansion committee. Board members can participate at any time. There will be a public meeting to review Sandy's progress on November 21 at 5:30 p.m.

Books for Babies: We are working out how to find out about the baby's being born.

Policy Committee: We met this afternoon and we were discussing keys.

Buildings and Grounds Committee: We were given a generator by the Lee's. We need to determine whether it works. Barb Strong has volunteered to have a family member look at it.

Nominating Committee: We discussed several options of people we would like to approach. Several board members will be working on this over the next month.

Fundraising letter mailing: This will be worked on over the next month. Susan O. will be printing the letters. Board members will have letters back by December 2. The packets will be ready by Nov. 15th or earlier.

Skida Sale: Holiday market will take place December 7th. Susan O. is still making sure that Skida will have material for us. We should focus on getting outside volunteers this time.

Evaluate Library Director: The board reviewed the library director's annual performance.

Personnel Committee & Budget Committee meetings are scheduled for the latter half of the month.

MOTION. Aliena made a motion to adjourn. Jacob seconds. Unanimous approval.