

**Craftsbury Public Library**  
Board of Trustees Monthly Meeting  
January 6, 2020  
6:05 - p.m.

**Present:** Polly Allen; Lise Erickson; Susan Flynn; Kristen Fountain; Jacob Fritz; Aliena Gerhard; Ned Houston; Barb Strong; Saul Trevino; Susan O'Connell (librarian)

**Absent:** None

**Next meeting:** February 3, 2020

Board Retreat: February 9, 2020

**Approve minutes:** Ned moves to approve the minutes from Dec. 2, 2019; Aliena seconds. Unanimous approval.

**Librarian's Report:** (Susan O.) The primary occupation of the last month has been compiling statistics on last year's usage for the Public Library Report to the town and the state, as well as upgrading the computers to Windows 10. The response from public users has been positive. There is a movie series planned on the second Friday of every month through April. The first movie January 10<sup>th</sup> at 7 p.m. will be Planet Ocean. Free admission and snacks are provided. There will also be a Library University called "You are the Help until Help Arrives" related to Emergency Preparedness First Aid on Sunday, January 26<sup>th</sup>. Pre-registration is required. Susan has also been updating the patron database in response to the annual letter returns. Jen will be absent in the coming weeks for a family emergency. Prin will return from her leave on Jan. 17<sup>th</sup>. Exciting news from Library Journal, we are again a 5-star library, a national signifier.

**Treasurer's Report:** (Susan F. & Linda Ramsdell) Susan and Linda presented the new reports from Quickbooks. The transition is complete! Aliena moved; Ned seconded. Unanimous approval.

**Annual Meeting:** Two officers need to be elected: Vice-President and Secretary. Ned moves to re-nominate the current officers; Lise seconded. Unanimous approval.

**Committee Assignments:** We reviewed and re-assigned committees. What committees should continue will be looked at during our board retreat on February 9, 11:30 a.m. - 3:30 p.m.

**Personnel Committee Report:** We need to be including sick time in our full-time employment contract. We need to have an Employee Handbook at which we decide a variety of policy matters, such as whether the sick time carries forward.

**Building and Grounds Committee:** We are going to begin incurring some larger costs that the \$300-odd we spent last year.

**Expansion Committee:** We are in the process of soliciting statements of interest from builders, due by Jan. 16<sup>th</sup>. The committee will come with a recommendation to the next board meeting.

Our current thinking is a room off the end of the west side, plus revisions to the children's room. Our septic system outside the building is adequate for the expansion.

**Consider request for staff leave of absence:** Susan has been offered a position as a docent at the O'Connell ancestral home, from May through October.

Aliena made a motion to enter executive session, Polly seconds. (7:30 p.m.)

Kristen made a motion to exit executive session, Jacob seconds (7:42 pm.)

Ned moves that we develop a plan whereby Susan take the time requested; Lise seconded.

Unanimous approval.

Meeting adjourned, Saul moved; Ned seconds. Adjourned, 7:45 p.m.