

Craftsbury Public Library
Board of Trustees Monthly Meeting
February 3, 2020
6:10 - p.m.

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

Absent: Susan Flynn

Next meeting: March 2, 2020

Board Retreat: February 9, 2020, 11:30-3:30 p.m. at The Common House

Approve minutes: Lise moves to accept the minutes from the January meeting. Aliena seconded. Unanimous approval.

Treasurer's Report: We have a new report form that we need to refine to allow. We can discuss at the retreat next week what how we would like this to be adjusted and what additional reporting is desired. MOTION: Ned moved to approve the report; Aliena seconded. Unanimous approval.

Librarian's Report: Susan is working on ensuring that systems are in place to allow the library to continue functioning as normal during her absence later this year. Susan is trying to set up G Suite for non-profits so that all staff have individual emails. She is placing in frequently needed orders. There has been a lot of new programming. We had good attendance at our first movie night, 8 people. We had 10 people come to our January presentation. Jacob will be doing a presentation on Sketch-up this month. The slideshow about the Ireland tour drew 20 people with several sharing interest about filling three slots still available. There are several bills of interest that have been introduced in the Senate. One would form a working group to study the status of libraries in Vermont to consider a variety of reforms. Our courier rates may be increasing by what Susan believes will be a manageable amount due to changes in the contract with the state Dept. of Libraries.

Review Public Library Report: The data reported here is from 2018: number of patrons, circulation, etc. It is submitted to the state department, which is then reported to the U.S Institute of Museum and Library Services. This was sent to board members by email for a full review.

Prepare for Town Meeting: We are on the warning for the same request as last year: \$40,000. We were not able to get the slight increase we discussed. We will try to make the request for the increase earlier next year. Ned is willing to speak for that appropriation. We should have a table to show our latest drawings for the new addition and the baby bag.

Committee Reports/

Personnel: Lise looked into an issue related to unemployment insurance. The library would have to pay if we had four employees, and currently we have three. As long as we have 4 employees for fewer than 20 weeks through the year.

Prin has decided that she is comfortable in stepping into the role of Acting Director while Susan is gone. We also have a regular volunteer who is interested in becoming a librarian at some point. Kim Wojnar will step in to fill Prin's position during that time. Susan is excited about the learning experience for both of them. Jen's hours and responsibilities will remain the same. We are lucky to have this team in place. A summer volunteer will do a books talk at the 4Cs. Jesse Smith will update our computers and be first line tech support.

Susan may try to train additional volunteers prior to her leaving, so that there is a deep pool available. Regarding summer programming, we will be less ambitious, largely because of uncertainties related to the expansion. Susan suggests finding alternative spots for the ongoing children's programming and partnering with other organizations that could host the programming if we are closed. Susan will do the collection development piece remotely in communication with Prin. The on-site staff will do the presentation of new books.

Cost-wise, on a weekly basis, the staff cost will be slightly less. During closure, staff will continue to work their hours in fun ways. Perhaps pop-up sites. Check-out via laptop at the Farmer's Market, for example.

MOTION: The personnel committee recommends that the board accepts Susan's proposal during her time away, which will be May 17-Nov. 8. Ned moves to approve the plan; Aliena seconds. Unanimous approval.

Barn Dance/Plant Sale: May 16th. We need to approach Lee and see what her schedule will allow.

Nominating Committee: Still pending.

Expansion Committee:

Six people submitted interest. We interviewed three people last week. We ended up with two firms that we are excited about that we analyzed proposals in depth. The recommendation for the board is E.F. Wall based in Barre. They built the gym on the Academy. The project supervisor and carpenter live locally. Aliena moved to accept the board's recommendation. Saul seconds.

Next steps is that we meet with the architect and builder. The architect works on the design; the building company will develop estimates for us to discuss and determine.

We will know at some point soon how long we will have to close the library. We will try to minimize that. It will likely be a week at least with a few additional days here and there.

This business has built a lot of schools, so they understand how to identify. We will notify them of selection.

MOTION: The board approves the selection of E.F. Wall as our construction manager and general contractor and authorizes Ned Houston to sign the contract for pre-construction services on behalf of the board. Kristen makes the motion. Aliena seconds. The committee will return to the board for the building and full contract. Unanimous approval.

MOTION: Ned moves that we appoint Jacob Fritz to be our liaison with the general contractor. Aliena seconds. Unanimous approval, with one recusal.