

**Craftsbury Public Library**  
Board of Trustees Monthly Meeting  
May 25, 2020  
Via Zoom  
5:45 – 6:45 p.m.

**Present:** Polly Allen, Lise Erickson; Susan Flynn; Kristen Fountain; Jacob Fritz; Aliena Gerhard; Ned Houston; Barb Strong

**Absent:** Steve Moffatt

**Next meeting:** July 6, 2020, 6 p.m.

**Approve Minutes:** Ned moved to approve the May 4th minutes. Jacob seconds. Unanimous approval.

**Treasurer's Report:** We have approximately \$32,000 in our account now due to a check from our expansion donor. All of our expenses thus far have been reimbursed. We also received \$13,400 from the PPP. We have requested another \$5,000 from the town, after which it will still owe us \$30,000. Susan F. does not expect us to have any liquidity issues through the summer. Our endowment is well diversified and is starting to recover. We have also received a COVID-19 relief fund grant for \$5,000 through the Vermont Humanities Council. Our income is off thus far by around \$24,000 due to loss of fundraising. (The PPP funds have not transferred in as income as they are currently a loan.) Susan O. discussed the status of the Ireland Trip, which was our last fundraiser still potentially operating. We thought we might be able to still operate it. However, we have had too many cancellations to make the trip work this year. We discussed whether we wanted to assure people it would happen next year. Susan O. is unsure. We will return deposits for those who had still intended to go. There is a lot of uncertainty. We have minimal deposits (\$120) that we will lose potentially. Polly asked about managing the shortfall through the year. Susan F. believes that if we can get through September without issues that we should make it through thanks to the PPP and VHC grants. Kristen will forward Lise and Susan F. info on forgiveness application for PPP. Aliena made a motion to accept the Treasurer's report. Jacob seconds. Unanimous approval.

**Librarian's Report:** Susan O. reported that the situation with use of the library has changed yet again. We have moved to a foyer service. Patrons can come and pick up their "order" from inside. They can also browse a circulating display, say hello to us, ask for printing assistance. She believes that it is going well. It has not increased the circulation, but that may be related to the nice weather. She has developed a six-level phased re-opening. We are now in phase 3. The first few levels of service we pushed to get up to. There is a way for people to get books and have in person contact with staff. She does not recommend pushing to the next phase anytime soon. The main change upcoming is the fact that Susan O.'s trip is back on. She feels very thankful to Prin, Jen and Kim who are adapting to this and allowing her this opportunity. She has been working with staff on creating easy-access reference

material for frequent tasks. Jen is pivoting a lot this summer from programming to circulation desk and shelving. She will be covering for Prin's job, while Prin does Susan's work while she is gone. She has supplied new email addresses: director, librarian and [childrenslibrarian at craftsburylibrary.org](mailto:childrenslibrarian@craftsburylibrary.org). These are now on the website. Aliena asked how the staff is feeling about job security and whether they need to hear from the board. She asked the board to consider making a statement. Susan O. said she believes that with PPP and Covid relief and fewer hours we will be alright. She has told staff that she would like to see the hours that staff wants to continue with to go forward. Lise points out that the hours that people want to work is substantially less than the hours they are approved to work. Lise asked Prin to convey to staff that the hours set will be stable moving forward. We are committed to the schedule that Susan and the staff have developed. As things change, the board wants to assure the staff that we will communicate with them to check in about their needs. We have a strong commitment to keeping the library vital and operative.

**Expansion Committee:** We have our Act 250 permit in hand, which is a big step forward. We are now waiting for E.F. Wall to let us know when and if they are doing work. We need them to prepare an estimate. We are unsure whether they are back at work. Jacob is going to reach out to the main office to understand whether our lead contact is working. The design phase is now complete. Ned is optimistic that we are ready. The big question is whether E.F. Wall is available. Susan O. asked whether we might consider cleaning the carpets and painting the foyer if the construction will be delayed. Ned believes we should wait on that until we know for sure that nothing is happening this calendar year. Susan O. is nervous about the project starting and then construction is shut down again due to a spike in cases. Ned said that the intention is to work outside before we punch holes in the walls so that a stoppage should not be a problem if it is necessary. Kristen supports the idea of having Jen do some painting. Susan O. reports that Jen is amenable. Jacob reported that he has tried to follow up with Stuart LaPoint about planting new trees on the Krebs side. He has not heard back, but will follow up. Ned has located and confirmed all the boundaries.

**Building & Grounds:** Diana Hansen will be sprucing up the gardens in the coming weeks, but will not do any work on the construction side as they will be taken down with the expansion.

**Meetings over the summer:** We agreed that it would be good to meet at least once, even though this is not something that usually happens. For now, we have agreed to meet on July 6, "first Monday" at 6 p.m., which is our usual time.

**Goodbye to Susan O.:** The board wished her well on her adventure in Ireland. We asked that she include an update on her activities in the newsletter. We will miss her! See you in September!

**Thank you to Prin:** The board also appreciates Prin taking on new responsibilities as Susan steps away. Her new knowledge strengthens the library. We ask that she keeps in touch as needs arise and things change.

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