

**Craftsbury Public Library**  
Board of Trustees Monthly Meeting  
May 4, 2020  
Via Zoom  
6-7:20 p.m.

**Present:** Lise Erickson; Susan Flynn; Kristen Fountain; Jacob Fritz; Aliena Gerhard; Ned Houston; Steve Moffatt; Barb Strong

**Absent:** Polly Allen; Susan Flynn

**Next meeting:** June 1, 2020

**Approve Minutes:** Steve M. moved to approve minutes; Ned seconds. Unanimous approval

**Treasurer's Report:** Ned summarized the Quickbooks report as Susan is absent. It appears our cash situation is stable, in part due to receiving the Payroll Protection Program short-term 1% loan. We can ask forgiveness for what portion is used for eligible purposes. Ned moves we accept the reports as contributed. Aliena seconds. Unanimous approval.

**Librarian's Report:** We were one of the first libraries to close the door, one of the last to close down parking lot pick-up. It's been a very unique month as we try to determine what is safe and not safe. Susan O. believes we are doing everything we can for safety and to meet the needs. All three staff members (Susan, Jen & Prin) have gone through the VOSHA training. People are requesting many more books than movies. Susan O. is doing Mondays and Wednesdays and Jen is doing Friday. Susan spent a lot of time looking at how to meet our fundraising shortfalls. MGN Foundation grant; applied for a National Life grant for our internet bill, one from the Vermont Humanities Council for COVID-19 relief. Our partnership with the Galaxy Bookshop, community supported reading, developed out of conversations with another private donor. We also have been assisting Susan Dunklee with organizing the Quests, Easter Quest and now Craftsbury History Quest. There were 30 participants in the Easter Quest and a lot of interest in the history quest going on now. I upgraded our website hosting plan to allow for a greater amount of content. Staff members are in the library at different times. We are primarily working through the collection, weeding, repairing and reshelving. We have also all been doing continuing education online webinar courses. Susan does not expect that she will be going to Ireland as planned, but she will keep us informed and the substitutes remain available.

**Looking ahead to reopening:** Susan described her thinking about re-opening. She is going to be cautious about it. She believes that libraries should be one of the last things to open because we are able to continue to provide some service through parking lot pickup. Plus, there are so many surfaces that it is a difficult thing to reopen. I expect a phased re-opening. We do not expect to have volunteer staffing

for quite some time. We may start with reduced hours so that only regular staff can cover. Ned suggested that those hours could be bunched to create space for the expansion. We discussed various options for creating a safe environment for in person checking out of books. Ned proposes that we authorize our library director to use best practices in terms of policies for use of the library and post requirements on the door. Perhaps closure for cleaning on a regular. There was a discussion about whether to rope off the playground as they have done at the school. Kristen advocated against it as it can be safely used by single families at a time and is an important outlet for children. We agreed to post a sign discouraging use of the facility by more than one family unit at a time. We reaffirmed that Susan has the ability to adjudicate standards of use of the library according to best safety practices.

**Plant Sale:** Barb, Polly and Susan O. all met about pursuing this. We felt that it didn't make sense. We decided not to do it this year, as we felt that the maximum we would probably bring in would be a few hundred dollars. We felt it was not worth the effort. We recommend not doing the sale. Susan will put out tomato plants she has grown for donation. The board agreed with this decision.

**Expansion Committee:** Ned reported on the progress of the expansion work. Sandy Vitzhum has finished her work. She has sent us the final designs. We have a draft approval for an Act 250 permit which will be final if there is no request for public hearing in the next 10 days. We applied for the fire safety permit. E.F. Wall is slowly getting back to work. Once the permits come in, there is the possibility that we could get started. We have had a lot of discussion about our wastewater permit. The house was connected to our system, but this was not reported to the state. We don't have to have water fountains, no slop sink and nothing more than upgrade for handicapped accessibility. There is a utility conduit that runs under an easement where the addition would go that will need to be shifted over. We have been in touch with our donor, who agreed to reimburse us for the design work. They like the plans. Now Jacob will become our new point person. We are still awaiting an estimate, but it looks as if it will come in under budget, potentially with some ability to use funds to improve the seal on the historic building.

**Building & Grounds:** Steve reported that the trees were taken down. The neighbors affected are okay with what has occurred but would like some landscaping at the end of the project to reduce line of sight to their house from the porch. Ned has also found the boundary markers in the driveway, so we are absolutely clear about the boundaries. We have not resolved what to do about the lawnmowing. Lise suggests looking into self-insuring to take away the concern about increasing employees. We can pay people \$600 for work under less than 20 weeks. We expect that we can keep Eric Hanson under that number. Susan O. mentioned that we should move forward on planting trees along the boundary line. Jacob will follow up with Stuart LaPoint about getting a quote on the price of evergreens. Susan O. will provide Jacob with a tree list provided by Jared Nunery. We discussed hiring Diana Hansen again to work on the garden beds.

**Bags for Babies:** There have been two babies born on North Craftsbury Rd., and several more on the way. What will we do about baby bags. Lise asked Barb to help her identify the parents and contact them by phone.

**Ireland Trip:** We do not have information about what will be possible and then. Ireland's roadmap to re-opening suggests that if all goes well, things should be up and functioning again by August.

A motion to adjourn was made by Jacob, Ned seconded. Unanimous