

Craftsbury Public Library
Board of Trustees Monthly Meeting
September 7, 2020
Via Zoom
6 – 7:30 p.m.

Present: Lise Erickson; Susan Flynn; Kristen Fountain; Jacob Fritz (6:18 p.m.); Aliena Gerhard; Ned Houston; Steve Moffatt; Barb Strong; Susan O’Connell (librarian); Princess Van Gulden (librarian, acting)
Absent: Polly Allen; Saul Trevino

Next meeting: October 5, 2020

Proposal for Art Installation: A group has approached the library about whether it would be willing to host an art installation related to inclusivity and justice and inclusion. We are hoping to hear more specific details this week. We had a brief discussion about the concept. There was a general feeling that we need to know more. Susan O. said we need to be clear about whether we are setting precedent for other installations for other groups or interests.

Approve Minutes: Steve M. moved to approve the July minutes; Susan F. seconded. Unanimous approval.

Treasurer’s Report: We are doing fine. We have about \$18,000 in the bank and have received a \$10,000 check from the town. Our bills are all up to date. We received a donation that was put into Merrill Lynch directly. In Memory/Honor donation is in part in memory of Lisa Fine; in part in memory of Steve Wright. We discussed what reimbursements have been sought from the Fine Memorial donor. We should receive a pre-construction bill for \$3,200 from E.F. Wall. No other large expenditures are expected. Steve M. made a motion to accept the Treasurer’s Report; seconded by Aliena. Unanimous approval.

Librarian’s Report: Susan O. reports from Ireland. She is doing collection development and answering patrons questions. Prin gave the report from the library. There is a lot of interlibrary loans happening, which is new. This may be because it is hard to browse without getting into the library, so they are going onto the catalogue to look for specific books. Prin is still working the same number of hours but is looking to reduce and transfer some responsibility to Kim, for interlibrary loan specifically right now. Ned asked about the volume of use. Prin covers foyer service on Saturday, which seems to have a similar usage as previously. She has not seen lines. Rarely there is more than one person in the foyer and one person waiting. Susan reports that we have had 780-950 items checked out per month. Pre-pandemic figures would be closer to 1200 items. Ned asked whether Prin thinks whether the volume will pick up next week when school begins. Prin is unsure because there will not be the after-school in-library time. Jen McKenzie is getting a lot of requests from the study “pods” happening in the elementary school.

Barb said she is concerned about what the students who in normal times would stay at the library after school. Ned said we will be doing some strategizing about what to do with colder weather.

Expansion Committee: Ned reported that the construction bid from E.F. Wall came in at \$290,000, which was \$90,000 more than anticipated. As a result, we believe we needed to pause. There were a couple of factors: we were not able to start in the Spring; our primary contact at E.F. Wall is in a high risk group and has not gone back to work; material prices have gone up. The prices seemed exceptionally high. We could review the scope and phase the work. Ned spent some time talking to Sandra Vitzhum, the architect, about what might drive the costs. Fritz called Kingdom Construction for a second bid. Ned told E.F. Wall that we wanted to terminate our work with them and that we would rebid in late winter or early spring. Ned plans to push specifically on cost drivers. Kristen said the delay may bring the ability to apply for the USDA Community Facilities grant if that is something the committee would like to consider. Those funds might pay for new siding and insulation, for example. Ned said the process has led to some learning about the existing building, related to the heating and electricity. Steve M. confirmed that it is a volatile time to build, related to pricing of materials. Lise suggested that Ned use the architectural drawings to take notes on the details he has learned.

Plans for Fall Operations/Phased re-opening: Susan O. handed the discussion over the Prin. Prin has been seeking input over the last week and a half about what different libraries and other institutions about what they are doing now and if they expect to change. For her personally, it is a difficult time to make changes to the job because of her commitments at Sterling College. From a health perspective, Prin believes with schools and colleges opening across the state and people shifting activities indoors, that risk factors are shifting. We don't know how that will affect rates of infection and spread. Hardwick has moved to allowing limited people within the library. Lisa is finding that people will prefer to pick-up curbside. Aliena agreed that watching what happens over the next month would be preferable than moving to open right away. Her concern is that we serve such a wide range of ages and populations. Barb said she believes we need to take steps to allow some people to come into the library. Lise has heard from community members that with schools opening up, that the library should be open as well. Susan O. reports that from a statewide perspective, 61% of libraries are open either by appointment or walk-in and 39% is at staff only use. Lise believes we should think about appointments and limited access to certain groups limited to particular times. Kristen said we need to consider librarian capacity right now. Prin said that it's clear we will not be able to offer what we normally would want to right now, even if we do move to Level IV. Lise clarified that she did not think that the library would be open for its normal hours. She believes that inside hours would be limited. Ned added that we could do pieces of Level IV, not necessarily all of it, to start meeting community need again. Prin feels much more able to make open hours happen in a month. Steve M. agrees with a conservative approach. He supports re-visiting in a month's time. Susan O. suggested she and Prin work together to think through what Level IV would look

like and come up with a plan to present at the next board meeting in October. There was generally approval for that plan. Ned thanks the librarians for their thoughtfulness.

Trustee and Officer vacancies and needs: Susan F. is leaving the board. She has timed out according to the bylaws. We need to find a new Treasurer. The transition to Quickbooks has made the job much more manageable. Saul T. is also at the end of his two terms. Linda R. is going to think about who she might recommend to fill the role.

Steve M. made a motion to adjourn. Lise seconds. Unanimous approval.