

Craftsbury Public Library
Board of Trustees Monthly Meeting
October 5, 2020
Via Zoom
6 – 7:30 p.m.

Present: Polly Allen; Lise Erickson; Kristen Fountain; Ned Houston; Steve Moffatt; Barb Strong (6:12 p.m.); Susan O’Connell (librarian); Princess Van Gulden (librarian, acting)

Absent: Susan Flynn; Jacob Fritz; Aliena Gerhard; Saul Trevino

Next meeting: November 2, 2020

Approve Minutes: MOTION/ Ned H. moved to approve the September minutes as corrected; Steve M. seconds. Unanimous approval. (5-0)

Treasurer’s Report: Susan Flynn forward various reports to us via email. Ned interpreted. The good news is there is enough money in our checking account. The PPP loan will be transferred to a grant. The deadline for submission of the forgiveness application is now December 31. We are expecting a bill for \$3,200 from E.F. Wall for the design services. We discussed the fact that the annual letter will need to go out soon. Ned will draft for review next month. MOTION/ Steve M. moved to accept the Treasurer’s Report; Lise seconds. Unanimous approval (6-0)

Librarian’s Report: (Susan O.) She has been working with Verso, our checkout system, on an advisory panel trying to improve it as a representative of the very small libraries. She has also been part of the Association of Rural and Small Libraries Library Leadership Program Advisory Team, working to adapt different leadership models for this group. Susan will be returning in November and will work on the patron database while she is in quarantine, and will work to have the address mailing labels out by mid-November. (Prin) A lot of interlibrary loans these days which is a similar trend as what other libraries are seeing. There is another story walk in the yard of the library. We got a lot of new books from our supplier after very slow delivery through the summer. Jen has been switching out backpacks, which have been popular with parent users. We are also planning for moving the library back to Level 3 of opening. Use on Saturdays has slowed down a bit since the Farmers Market is closed for the year. In September we circulated 666 items, about half of regular use, which more or less has been the pattern through the summer. We are interacting with families that are homeschooling more, but with the parents, not so much the children until they are at the 10-15 year old age. Barb thinks we will see an increase when we reopen.

Phased re-opening: Susan, Jen and Kim and Prin have been talking about when and how this will happen, the move to “quick visits.” We need to have a meeting so that we can make sure we are all committed to enforcing the policies. There will be clear partitions and a clock that chimes every 15 minutes. (Susan) We will have the

policies posted outside and through FPF and other channels. She hopes that if expectations are clear that there won't need to be a lot of time and energy put into enforcement. We will be clear that this is a trial and that doors will close again if there is not cooperation. Polly reported that the school has had very good experience with compliance and she hopes that will be the case for the library as well. We will also be switching the twice weekly professional cleaning, which Jen will be providing. We will make this change as soon as the staff is able to get together for the staff meeting. It will occur in the next few weeks.

Expansion Committee: Ned reminded us that we turned down E.F. Wall's bid. Kingdom Construction offered the committee a bid last week, which is manageable with our current funding. The building committee is encouraged, and recommends accepting this bid. The next steps will be confirming with Kingdom Construction about the bid and then conferring with the donor. Meanwhile the committee will reach out to Hardwick Electric about moving the electrical and phone lines for the Brown house. They would like to begin this fall getting the shell up, then to work indoors through the winter with the expectation of finishing up in spring 2021. MOTION/ Ned made a motion to accept the construction bid from Kingdom Construction dated September 29, 2020, pending clarification of a few details. Barb seconded. Unanimous approval (6-0).

Trustee and Officer vacancies and needs: We need to replace one trustee as well as our Treasurer. Linda may be taking on more duties as bookkeeper, so there may be even fewer tasks and less need for Quickbooks familiarity.

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The meeting ended abruptly due to Zoom failure related to the fact that the moderator of another library-sponsored meeting was attempting to begin that meeting at the same time ours was ongoing. We were unable to resume our meeting due to lack of quorum.