

**Craftsbury Public Library**  
Board of Trustees Monthly Meeting  
November 2, 2020  
Via Zoom  
6 – 7:58 p.m.

**Present:** Polly Allen; Lise Erickson; Kristen Fountain (portion of); Jacob Fritz (portion of ); Aliena Gerhardt; Ned Houston; Barb Strong; Saul Trevino; Princess Van Gulden (Library Director, acting)

**Absent:** Susan Flynn; Steve Moffatt, Susan O'Connell (Library Director)

**Next meeting:** December 7, 2020

**Approve Minutes:** Lise E. moved to approve the October minutes; Saul T. seconds. Unanimous approval.

**Treasurer's Report:** Susan F. forwarded various reports to us via email. Ned H led discussion. The library cash-flow is sound and covering all expenses. Lise E. and Susan F. have done most of the paperwork for the Paycheck Protection Program (PPP). The PPP was \$13,400. Our expenses have come in as budgeted so we are doing ok. The biggest pending financial dilemma is the fact that our traditional fundraising opportunities didn't happen this year so the year-end drive is very important. The Treasurer's Report was unanimously accepted.

**Librarian's Report:** (Princess V.) Prin reported that the quick library visits are going very well. People are pleased to be in the library and have been respectful of social distancing and protocol. An air filter just arrived today that the library ordered months ago. The filter will filter the whole space and Prin will set up and begin running. Lise E. asked if we are we seeing a lot of visits and Prin said that we have had patrons steadily but have never reached capacity or have had to turn people away because of capacity. Prin said that we are still seeing lots of foyer service as well. Prin reported that Susan O. is working on another grant to potentially offset the cost of more barriers for screening staff.

Princess V. also reported that she is working with Susan O. and library staff to discuss staffing needs once Susan completes quarantine and returns to the library. Still figuring specific plans out. Keeping same coverage for now, until Susan comes back. This doesn't affect Jen very much, but will shape Prin and Kim's hours. Lise E., followed by the Board, thanked Prin for everything she and library staff have done to support the library during Susan O. sabbatical.

**Expansion Committee:** Ned H. presented the update of the Expansion Committee. The initial work is ditching to update the electrical conduit and this needs to be done initially as the winter is closing in and Hardwick Electric will not be able to do the work as conditions change. This is scheduled to start on Wednesday (11/4),

and had to be pushed back from today and tomorrow because of the weather. Supposed to be completed by Thursday. Ned stated that the contractor, Kingdom Construction, is also communicating with other utilities: Consolidated, Kingdom Fiber, to ensure the planning synchs. As Ned has specific details on timing and sequence, the Library will alert the community and post on FPF and/or the library website. Prin also discussed the need to coordinate with the Church and any community groups who use the church for services to make sure that no access would be impacted.

**Trustee and Officer Vacancies and Needs:** The library is seeking trustees. We specifically also need to address the upcoming vacancy left by Susan F., currently acting as our Treasurer, who will be stepping down from her Trustee role at the end of the year. The Board will continue planning for and soliciting new trustees. Additionally, the Personnel Committee will have a discussion around the responsibilities and how to fill them related to the Treasurer's role. The committee will set a meeting to discuss this.

**Kelsie Sinnock Johnson Memorial:** The board discussed a proposed memorial sign at the playground dedicated in memory of library patron and community member Kelsie Johnson. Melissa Fortuna proposed the memorial and provided the board with a letter in support and a rendering of the proposed memorial (via email). The Board will continue discussion of the memorial with Susan O (not at meeting). Additionally, the Policy and By-Law Committee will meet and discuss policies related to memorials generally to support the library's discussion.

**Annual Letter:** Ned H. will develop the letter for our Annual Appeal. The letter will be circulated to the Board for review and for dissemination. Polly A. will facilitate this prior to 11/20/2020.

**Meeting Adjourned:** Ned H., seconded by Lise E., moved to adjourn the meeting.