

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

**Present:** Lise Erickson; Susan Flynn; Kristen Fountain; Jacob Fritz;  
Aliena Gerhard; Ned Houston; Barb Strong (left 7:05 p.m.); Saul Trevino; Susan  
O’Connell (librarian); Allison Van Akkeren; Mitch Hunt (Guests)  
**Absent:** Polly Allen; Steve Moffatt

**Next meeting:** January 4, 2020

**Approve Minutes:** MOTION/ Jacob moves to approve minute of Nov. 2; Ned  
seconds unanimous approval

**Treasurer’s Report:** The budget report from 2020 as anticipated will change  
somewhat as we were able to start the addition and will have a Kingdom  
Construction bill. Our donor will also be providing funds to cover that before the  
end of the year. We do have the money to cover the difference either in the account  
or as a transfer from the investment account. We will need a resolution at the  
January meeting to change the signatory on the bank account. Susan will check in on  
exactly what they need. We are in very good shape. MOTION/ Aliena moves to  
approve the report; Saul seconds. Unanimous approval.

Recognition of Retiring Trustees: Susan O’Connell thanks to Susan Flynn and Saul  
Trevino of eight years of service to the library, with Susan serving as Treasurer for  
all this time, and Saul contributing with help through the Barn Dance fundraiser.  
Lise celebrated with cupcakes that were distributed beforehand. Ned underscored  
their contributions with helping the library to keep functioning while other  
members are working on fundraising or long-term planning.

**Librarian’s Report** (Susan O.): It has been a busy month at the library, with Susan  
catching up and the new open hours. Many people have been very touched by their  
ability to come back in. It has reinforced for Susan that we need to find safe ways to  
remain open now that we are back. Susan continues to think through our processes  
to ensure they are as safe as they can be, as coronavirus cases now appear to be in  
our community. At the beginning of the pandemic, we felt that we were not  
essential. One health care provider who is helping the area with Covid protocols, Jeri  
Wohlberg (Hardwick Health Center), said she feels it is important that we remain  
open as long as we can. There is a new large sneeze guard at the circulation desk.  
Hours have expanded, which has made it less likely that people are bunching up. We  
have only once since then had to ask someone to wait because we were full (5  
people). Lise asked about the 15-minute rule. She has found people are very  
cognizant and respectful of the rules. The library is doing contract tracing, though  
the ALA has taken a stance against it. Our Governor has said that libraries do need to

be tracking attendance. Susan believes it is the right thing to do in this pandemic. Susan has also been spending a lot of time weeding out the collection in order to clear off the back wall for the expansion project. Also, we have a public Wifi hotspot provided by the Vt. Department of Public Service. We own the equipment and it runs off our internet connection, but there is a \$170 annual fee for the interface software. There is funding for that this year, and likely next year. We can remove it after three years if we do not want to use our own funds. But already it is very popular and seems a very good use of funds.

**Expansion Committee:** Ned reports that the expansion now has foundation walls. They are waiting to backfill and then they will begin construction. Next step is to pour the slab for the floor and then will work on the deck above and close in the new construction. They have been alert to trying to minimize disruptions. They will be building from the outside and will not open up the wall of the existing building until the outside is enclosed. Lise asked Ned to reach out for help on items as needed.

**Trustee and Officer vacancies, needs and slate:** Aliena is also stepping down at the end of this year. She has been the town's representative, and the town will have to appoint someone this year. We will be formally voting on two new members at the January meeting (Allison & Mitch). If one of our new trustees is the town trustee, then we will also need a third new person.

**Budget Proposal:** We reviewed the proposed budget. Susan O. asked us to note that this is a bare bones budget that includes fewer staff hours than normal, as well as reduced programming. MOTION: Ned moves to approve. Jacob seconds. Vote: 6 approvals; 1 abstention. Motion carries.

**Appropriation Request to Town Clerk:** The appropriation has been reduced to \$38,000 (by \$3,000) this year in acknowledgement of the difficult situation that taxpayers also find themselves in.

**Discussion of Memorial Policy:** A recent memorial request has been approved, but has raised the issue of developing a memorial policy. That will be worked on in the future.

**Improved Internet Access Proposal:** Susan has been spending a lot of time thinking about how to improve internet access. The first step was installing the outdoor access point. One idea she is looking at is scheduling appointments for internet access, in separate rooms (Dustan, children's room). The other idea is turning the foyer into a 24-hour access point. The former idea seems easier and was well received. There is concern about doing this now when there is a surge and cases in our town is unwise.

MOTION: Jacob motion to adjourn; Lise seconds.