

Craftsbury Public Library
Board of Trustees March Meeting
March 1, 2021
Via Zoom
6:00-7:20

Present: Allison Van Akkeren; Polly Allen; Lise Erickson; Jacob Fritz; Ned Houston; Steve Moffatt; Susan O'Connell (Library Director); Christina Rumery; Barb Strong.
Absent: Mitch Hunt

Accept February Minutes: Susan requested that the February minutes be amended to add Christina Rumery as present. This update was made. Steve makes motion to accept the minutes as amended, Barb seconds. All approved.

Treasurer's Report / Financial Report: Christina presented the Treasurer's Report. She presented actual versus budgeted financials and stated that all is in line with expectations. We had leftover annual fund monies come in which have boosted revenue somewhat more than expected. Expansion account has had sizeable payments as work has progressed. We have received approximately half of the expansion monies. We won't be receiving town appropriations until the summer generally, and we may draw on endowment this spring. Alison asked about the grants received, Susan clarified we received \$1500.00 to improve internet connectivity and access. Christina said that she is transitioning well into treasurer's role—she has been given bank and Merrill Lynch access to review accounts. The first Paycheck Protection Program (PPP) Loan has been forgiven and reconciled, and we will likely be taking out another one. Alison observed that the maintenance budgeting is 1/3 used for the year thus far, is that of concern? Ned stated no, that it is typically not an even progression. Merrill Lynch wants to have the yearly discussion on investment approach with Board representatives. Generally we have a fairly conservative policy that has been holding up well in terms of investment. Lise makes motion to accept the Treasurer's Report and Jacob seconded, all approved.

Library Director's Report: Susan presents report, which included the following items:

Our circulation figures for February were 1,554 circulations, which is 84% of a year ago. The highest it has been since last March, so very good news in terms of accessing the community. People are utilizing both our open times and the foyer service options but more people are using the quick visits.

Susan observed that it feels like a race between vaccinations and variants, she is watching this very carefully in case things change with the variant. Staff is double masked when in the library. Making sure that everyone is wearing a mask, no medical exemptions. Susan had a serious discussion with the construction crew about mask wearing, there have been a few instances where this has not occurred in the building and they have had to continuously revisit that masks will be worn at all times in work spaces.

Susan has been continuing to coordinate with the Simpson Library. She has started working with Kristin Urie, who is the Director of Simpson Library. They are working on weeding that collection. Started with the easy pieces now moving on to the more complex difficult part. Books go on different paths, some will be sold at a sale, others are tossed because of mold issues, etc.

Alison's treasure hunt fundraiser has been fun to work on. It has been very popular and people have loved it!

Annual Public Library Report. Every year they have to submit statistics, Susan has been working on this. The compiled report is the basis for understanding how libraries are working in VT, a lot of statistics and data.

Grants have been big this month. The Library received the \$1500.00 grant for internet access. Susan has been writing other grants as well. She has written one for improving the Children's Room furniture to Oakland Foundation and one for insulation for the existing building to Community Bank. She is also asking the Pleasants Fund for help with some of the repair work on the original part of the building, rotting clapboards etc. She will keep the Board posted on the results of this grant development. Lise asked if any of the needs were eligible for efficiency VT. Ned is pursuing this to get better understanding of where this might help or apply.

The library door lock broke and Jacob came by to fix it, thank you from the Board to Jacob. New lock, new keys. Old keys that have been checked out by volunteers, etc., need to be checked back in.

Susan loves the idea of doing a Library zoom program on her trip to Ireland to share photos and the experience. Saint Patrick's Day is coming up, would be a good opportunity for a program. Not a firm commitment but she hopes to do this.

Minimum Standards for Public Libraries—They haven't been updated since the late 1990s but mandated by VT State Legislature to follow. It is important for Library Trustees to read these requirements. They are broken into eight different principles. Information on Open Meeting Law, acquisition policies, etc. Susan encourages the Board to read these.

National Library Week: Great time to highlight what is happening at the library, it is April 4th week. Polly and Alison will work with Susan to develop cookie and pizza giveaway and will develop something to showcase this time.

Subcommittee Reports:

- **Expansion Committee:** Ned presented that everything is going very well, looking beautiful and going smoothly and moving along. Talking with Liza Sprout about doing some children's room construction. Kingdom Construction is preparing an estimate for some shelving. Ordered four comfortable chairs for in front of the fireplace. Working on the insert for the fire place, using the mantle but fixing it up. Should save money there. Some things will have to wait until spring but this is coming soon. The project is running well.

- **Policy and Planning:** This committee has not met, and needs to be convened to discuss Library Policies. Mitch is Chair, with Polly, Steve, and Susan on Committee.
- **Fundraising:** Alison held the treasure hunt on her property as a fundraiser and it was very successful and well received by the community. She had over 100 people and very positive feedback. The Board agreed that this is something to continue and develop in the future. The Board extended a big thanks to Alison and Susan for all the thought and work that went into this.

Community Announcement: Barb told the Board that as a member of the Craftsbury Fire District #2 Water Board she wanted to share with the library that the fire district is pursuing a new source well because of PFA contamination issues. The board is seeking to keep all community stakeholders involved and wants to keep the library informed as a customer and community stakeholder. The water board will be continuing to check in on this important matter.

Motion to Adjourn by Steve, Jacob Seconded, All approve. Meeting adjourned at 7:18