

Craftsbury Public Library
Board of Trustees March Meeting
April 5, 2021
Via Zoom
6:00pm

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

Accept March Minute: Ned makes motion to accept the minutes, Steve 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. Expansion account: The last check was provided and has been deposited into the account. The second Paycheck Protection Program (PPP) Loan has been received (\$13,600). Accountant Mindy Sweeny is working on payroll/tax returns. Lise makes motion to accept the Treasurer's Report and Steve seconded, all approved.

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

The circulation figures for March were 1320 which is an increase from February. circulations of 1154.

It has been a tough week due to Prin needing to be in quarantine making staff coverage a bit of a challenge.

Hours will be increased to the library's open hours. The foyer services are decreasing while browsing inside the library has increased. The proposed schedule for library hours will be:

Monday 10-6 (Susan/Prin/Volunteer)

Tuesday 10-1 (Jen)

Wednesday 10-6 (Prin/Susan/Volunteer)

Friday 10-6 (Jen/Susan/Volunteer)

Saturday 10-1 (Prin)

Thursday will be closed to allow for work/meetings/cleaning/projects .

Grants: Grants have been accepted to repair siding outside of the library, to increase Young Adult collection and to add some furniture.

Programming: Jen will be setting up a story walk on the library's property. Starting in May a trial outside story hour will begin on Friday mornings. Jen is also planning

several outdoor summer activities for children with a focus on reading, artistry, and intellectual exploration.

Library cleaning: Nikki Courchanine will be coming back to clean the library to allow Jen to focus on her responsibilities as the children's librarian. There is a concern that adding additional hours with Nikki returning will mean that the library will need to offer unemployment. The financial committee will look into this to decide next steps. Ned will arrange a meeting to discuss.

Susan has continued to work with Kristin Urie at the Simpson Library for about 5-8 hours per week with the focus of weeding outdated books and organizing the catalog of the library's collection.

The library received a large donation of movies and books from a patron which will help to upgrade the current collection. Items that will not be used will be stored for future book sale.

Volunteers: Susan is going to put out a request for volunteers who have had the COVID vaccine to help cover the desk with a staff person in the library. Having the extra help will allow staff to work on other work projects/responsibilities.

National Library Week is from April 4-10th. Cookies and High Mowing seeds will be offered to patrons. In addition Haikus written by community folks have been posted on FPF as well as displayed in the library.

Susan is suggesting that a building maintenance fund be considered. Financial committee will look into this.

Plant Sale: The sale will take place on May 5, 2021. It will be held outside probably near the Historical Society area. A sub-committee includes Mitch, Barb, Polly, Allison, Christina, and Susan. A planning meeting will take place in the next week or so.

Subcommittee Reports:

- **Expansion Committee:** Ned presented that everything is going very well. The electrical work is completed; slap in basement has been done; bookcases are being built; Lisa Sprout is working on the window seat bench to be placed in the children's room; and carpet has been chosen and will be delivered at the end of April.
- **Books for Babies:** Three bags have been delivered including the one to the Kubic family. New bags need to be put together..
- **Personnel Committee:** The committee has met and decided to focus job descriptions, evaluation structure and personnel handbook.

Motion to Adjourn by Lise, Ned Seconded, All approved.