

Craftsbury Public Library
Board of Trustees May Meeting
May 4, 2021
In Person!
6:00-7:20

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

Accept April Minutes: Susan O'Connell requested to change plant sale date to May 22, 2021 not May 5 as was listed on minutes. This update was made. Steve makes motion to accept the minutes as amended, Lise seconds. All approved.

Treasurer's Report / Financial Report: Christina presented the Treasurer's Report. She presented the account balances. Primary summary is that we will have about \$7600 in checking by end of the month, may consider contacting Merrill Lynch to shore up reserves to cover future pay period and expenses adequately. Board agreed to this approach. We need to make sure that Christina is listed on this account. Other than that everything is as expected. Our first PPP was forgiven, we have obtained second loan. We haven't heard when the second one will have an application for forgiveness. Ned moved to accept report, Jacob seconded. All approved.

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

Busy month. New hours are going well. Good to have volunteers back in the building, will add in more as more people are vaccinated and this helps greatly to allow Susan time for projects and library efforts.

Big thing that has changed is the approach to summer programming. Susan and the Children's Librarian (Jen M.) are starting to talk about summer programming. They are getting a tent with a grant the library was awarded, which will be delivered soon. The back lawn of the Historical Society is the best candidate for siting. Purpose of tent is regular outdoor children's programming over summer. Heightening children's programming this summer, happy to be able to do this this year after the Covid hiatus. For ages 4-7: numbers ninja, and outdoor exploration are planned. For ages 8-12: stem club. For ages 10-14: a writer's group.

Continuing with pairing with Simpson Library. Next phase is trying to standardize all bar codes to make it efficient and stream-lined.

Plant sale is ongoing, planning for May 22. The Board will be disseminating posters and advertising.

Our numbers are going well, about 80 percent of pre-covid. We hope to see this rise as Covid restrictions and pressures ebb (ideally).

Subcommittee Reports:

- **Grounds and Buildings:** Expansion project moving to conclusion and that is very much occupying the Grounds and Buildings Committee's attention (see below).
- **Expansion Committee:** Ned presented, everything with project going very well. A lot of activities are happening in the close out phases. New fireplace was plumbed, electrician coming and concluding that work. The carpet is going down May 10-12. Regrading and reseeding will happen soon, book shelves coming, we are developing a bench for children's room. Furniture is coming this week. Also landscaping needs to happen once activities are complete. It seems that the budget will be as estimated by Kingdom Construction, so we are adhering to the cost estimate well.
- **Art Work Committee:** Discussion of moving artwork, grandfather clock, will need to have volunteers to assist with this and also plan in advance to ensure the safe moving and the proper relocation of the library's artwork.
- **Fundraising:** Plant Sale Committee has met and is in the planning stages for a May 22 plant sale. Entirely outside and 9 am-4 pm in timeline. People have been contacted and are digging things out. We have media / PR going out. This year will be a little more fluid in terms of organizing. Discussion about a fall barn dance potential with the Craftsbury Chamber Players. Board agreed to spend the next month considering and will convene at June meeting, also there will be more clarity with Covid progression in state. Would love to be able to do this if it is safe and appropriate to consider.
- **Nominating Committee:** Proposal for Craftsbury resident Chris McDonald to join the Board, she has been a children's librarian and a teacher and is very eager to serve on the Board. She has been a volunteer at the library previously. Ned nominated Chris, Barb and Alison seconded concurrently. Chris McDonald nominated to the Board for a four year term.
- **Notes:** Steve Moffatt brought up Open Meeting Law and confirming that we are in compliance with the law. Susan O'Connell said that we are in compliance to our understanding and the Board agreed to keep this on our radar to ensure full compliance and understanding of the requirements.

Motion to Adjourn by Ned, Jacob Seconded, all approve. Meeting adjourned at 7:17