

**Craftsbury Public Library**  
Board of Trustees September Meeting  
September 13, 2021  
At the Library  
6:00-7:43

**Present:** Allison Van Akkeren; Polly Allen; Lise Erickson; Ned Houston; Steve Moffatt; Susan O'Connell (Library Director); Christina Rumery; Barb Strong (left at 7:00 pm). **Absent:** Jacob Fritz; Christine McDonnell.

**Accept Minutes from June and July:** Reviewed June minutes. Ned moves, Steve seconded. All approved. July 5<sup>th</sup> minutes for special meeting regarding retirement planning, Lise moves to approve, Steve seconds this. The Board noted that the Retreat Minutes were circulated for informational purposes but did not require approval.

**Treasurer's Report / Financial Report:** Christina reported that the library has switched who we purchased QuickBooks online from and got our own account. Christina is the administrator. In order to open a new one, we had to create new account and there were a few issues. The last payroll didn't roll over to the new account, everyone paid, but not on books. We are hoping that QuickBooks can go in on back-end and code it in. If it can't happen this way, end of the year book-keeping will have to rectify this. The Board thanked Christina for her time and effort on this, which is substantial. Reconciliation history also didn't copy over, which has made it impossible to do the reconciliation until fixed. It is all workable, just requires effort and untangling. Thank you Christina!

Checking account currently has a substantial donation we have received in it, will be moved from account based on ongoing discussion of earmarking this to building maintenance seed funding. Also, we need to do a review of expenditures and make sure that all expenditures for Leesa Fine room are categorized as such.

Second PPP Payment is in process in terms of forgiveness (\$13,000). The bank we work with is not yet working with the smaller institutions yet. We will have more information when they do.

Alison asked if we seem financially on track for this time of year, generally. Christina confirmed that we are on track budget-wise.

Ned moved to accept report, Steve seconded. All approved.

**Library Director's Report:** Susan reported that the summer went very well. A lot of programming, we had a great tent, a lot of families here, and everything was alive and buzzing. Felt similar to the "old days" pre-global pandemic and lovely to have happen. We had a lot of wonderful expertise for children's programming and could support a range of programs. Many thanks to all of the volunteers and patrons who made this happen and put in so much effort!

Goals for autumn are to keep library open and operating. Through September doors and windows are open. We have air purifiers to use. Susan has talked with

Children's Librarian about weekly program for kids/families, could potentially do this outdoors and continue into colder months.

Wrapping up addition, but lots of little pieces plugging away at over the summer and into the fall.

Grants have been ongoing, storage for the puppet theater was grant funded, as was the bench in playground. Several grants may be coming in through the fall. One goal for pending grant funding is increasing large print collection for readers.

Susan informed the Board that the State librarian has left their position to work at the Library of Congress. Now we have an interim State Librarian.

The Board commended all of the participants in the Summer Programming, they went above and beyond and the programming was excellent and a wonderful resource for the community.

### **Subcommittee Reports:**

- **Expansion Working Group:** Ned reported that there is drainage work that needs to be done by Kingdom Construction still. Ned noted that he notices that many people come in and say it feels like it has always been there. People have commented very positively on the children's wing, the light and the space. Some landscaping elements still outstanding, but nothing big. Gratifying that the project came in within budget, serves us well, looks wonderful. Big thanks to the subcommittee for working through this. Still thinking about a grant for generator placement so library can serve as a communication hub in the event of outages.
- **Personnel Working Group:** This committee met and went through line by line the outline from the VT Department of Libraries materials on what should be in a manual. This needs to be pieced together. Subcommittee is taking a break and on hiatus for a bit for various personal reasons but will reconvene and get it done as soon as possible this fall.
- **Policy and Planning Working Group:** This committee met and went through bylaws and policies and Susan has sent them around to the Board members for review. The board walked through the changes proposed for policies and bylaws (see attached). After review, Alison moved to make the changes suggested, Christina seconded, all approved.
- **Review of Board Matrix and Nominating Committee Plans:** Ned noted that the matrix requires forward thinking to identify new members. Also idea of casting a wide call. How to do that. Front Porch Forum? Alison and Polly will help Susan with coming up with text. Looking for two maybe three board members, for next term. We are particularly keen to bring on younger folks and folks who may have a background in law and policy and technology.

**Discussion:** Alison asked for a little more clarity regarding the role of volunteers in the library and whether we would continue with volunteers running the circulation desk at some periods. Susan explained that she felt that volunteers provide immeasurable help but should not be the only ones in the library without a staff

member present. Crises have occurred, situations where the place feels unsafe. Other thing is expertise, many things are needed: internet, scan, etc. too much for volunteers. Can't be trained to handle all those things. Practical level, because there are so many items to take care of, it is often more work to take care of things that fell through the cracks, etc when the library is only manned by a volunteer who is spread thin and not trained in all of the facets. This can be a challenge and that is why volunteers should work with staff to supplement services rather than being on their own in the library.

**Other Business:**

- **Long Range Plan:** Working on this this fall.
- **Next meeting October 3rd**

**Motion to Adjourn by Steve, Seconded by Alison, all approve. Meeting adjourned at 7:43.**