

Craftsbury Public Library
Board of Trustees September Meeting
October 4th, 2021
At the Library
6:00-7:45

Present: Lise Erickson; Ned Houston; Steve Moffatt; Susan O'Connell (Library Director); Christina Rumery; Barb Strong (left at 7:15 pm) Jacob Fritz; Christine McDonnell; Mitch Hunt; Allison Van Akkeren (minute writer); **Absent:** Polly Allen

Accepted Minutes from Sept. 13th, 2021 meeting: Steve Moffet moved to approve, Ned Houston seconded, all approved.

Treasurer's Report / Financial Report Christine: All is straightened out from the transfer of the Quickbook account. Second PPP loan was approved and town money came. See Budget report.

Jacob expressed some confusion around the expansion project accounting.

Re-grading still to happen, it has been already paid for.

Lise would like to see the \$40,000 that was donated put in investments. Ned will have it earmarked as its own fund as a maintenance fund and get it in the investment account.

Ned suggested that we should try to build that fund. Possibly if there is leftover from the expansion we could add it to the maintenance fund.

We should have 10% of the value of the building in a maintenance fund.

Lise: We should have a 5 -10 year plan for maintenance needs.

Ned Move to approve Treasurer's report

Steve M. Second

All were in favor.

Library Director's Report: See report

Susan attended an air purifying seminar.

The air purifier we have exchanges the air space every 30 minutes (2 per hour).

Recommendations are for 6 air exchanges per hour (so would need two more).

The one we have cost \$600 each. Look professional. Can do fans with air filters that don't look as good for \$100 each. They could be interspaced throughout the library. Possibly a small one in the "Phonebooth"

According to the internet it takes 5 minutes to make. Allison will look into making one after discussion with Susan. We agreed that since these purifiers are hopefully not for long term we will first go with the box fans.

Recommended keeping doors and windows open as much as possible.

N-95 mask with gel sealing that was recommended by the engineer leading the workshop.

Susan would like to try one, cost \$80.

Worried about students hanging out and not following guidelines

One day 3 out of 5 people over a couple of hours had to be told how to wear a mask properly.

On Friday folks took masks off to talk to her.

There is a patron that pushes buttons about wearing masks. It is a difficult time.

Replaced Refrigerator. Was new 4 years ago. Not good ventilation so it fails quicker.

Wireless cards. Will replace them all at once (6) (Obtained computers in 2012). Rylan has been helpful.

We added a node to the Dustan room. So the tent and Historical society can use it.

DVD: Borrowed a lot less since the pandemic. It was falling but dropped even more with the pandemic.

Canopy and Hopla: Pay per usage, can put on a cap of how much we spend per month. Can also put a cap on how many per person per month (for example allow 4 uses a month). .

Canopy offer indy films, kids films not much mainstream

Hopla: 100,000 items more mainstream

2019 \$1,700 spent on DVDs 18% of materials cost

We could spend 12% on a streaming service and 6% on new DVDs

A lot to look into. Will not happen quickly. Susan will do research and check with other Librainans.

Trustee training webinar on October 19th. 10 am. It would be great if anyone can go to it.

Nominating Committee

Looking to replace. Barb Strong, Jacob Fritz and Polly Allen

All three are willing to stay connected with the library volunteering where they can be helpful.

We discussed the skill needs of possible trustee candidates and came up with a list of people to contact and who would contact them.

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New trustees will start in January. Ned will write up a list of bullet points to share with potential candidates.

Other business:

Ned will write the fundraising letter

Long range plans updates needed. A working group will take it on. Our long range plan has expired.

Questions posed to the group for long range planning: What have we done? What is the next big point, what is a hole. What Should we take on?

Our Brainstorm of ideas:

New windows

Expansion of the Library: non traditional check out items and non traditional services, tools library, kayaks, snowshoes, seeds. Possibly with the Conservation Commission, i.e. they have weed pullers.

How to better meet the need for people remotely. For example an ability to have folks have a warm space to use when the library closed.

Big trends: more online services

Fundraising: Big progress with ideas that got shut down with covid. What do we have planned for the future?

Book Sale discussion: point on next month's agenda

Electric plug in for vehicles

Could be something like Shredfest: Could be a fundraiser.

Personal: Increase staffing, insurance, salary, retirements etc.

Levels, benefits, compensation

Hours open

Volunteers and how they are used

Use the former long term plan to work on this future plan. Working Group will work on this future.

Ned moved to adjourn the meeting, Mitch Hunt second it. All were in favor.

Next meeting is Monday November 1st at 6:00 p.m.