

Craftsbury Public Library
Board of Trustees September Meeting
November 1, 2021
At the Library
6:00-7:30

Present: Polly Allen; Lise Erickson; Ned Houston; Christine McDonnell; Susan O'Connell (Library Director); Christina Rumery; Allison Van Akren. **Absent:** Jacob Fritz; Barb Strong; Mitch Hunt; Steve Moffatt. **Member of the Public:** Janice Andrus.

Accept Minutes from October: One item on a budget clarification in the minutes was requested. Minutes accepted, moved by Ned and accepted by Lise.

Treasurer's Report / Financial Report: We are in good shape budget wise. Christina reported that the library has a small amount of extra funds from a gift in checking, and requested direction on where it should be moved. Lise said that Finance Committee will meet on this and discuss. The library has paid the last bill on the expansion project. There is a bit more left in the expansion account budget, will be used for maintenance. The library plans on developing a detailed report of expansion funds spent for our donor to review. The Board discussed how to rectify the expansion amount to the budget, as that onetime spending is not part of the budget. Christina will work on this with the Board. Alison moved that we approve Treasurer's Report, Ned seconded.

Library Director's Report: Susan reported that with covid numbers still rising, the library has two new air purifiers and also has continued to be creative with programming. Jen has been doing twice a week outdoor story time, now switching to once a week still outside, incorporating outdoor activities and exploration. Working on making it active to engage outside. Also Jen is doing story time at saplings as well. Lise commented that Saplings may have things to borrow for our library story time. Susan is planning the Annual Letter dispersal. Ned will draft a letter, Polly will develop packages, and Susan and Christina will develop labels, etc. We would like to send out before December to avoid the end of year rush.

Susan reported that the State legislature created a working group on the status of state libraries programming, funding, technology. Susan has been appointed to this committee as a public library employee. Well done, Susan!

The library has been working with the Craftsbury Historical Society. Some early talk on a Trouble With Harry fundraiser in 2022, and also ongoing work around promoting the Craftstories effort for community dialogue around people's Craftsbury stories.

Grant news, two approved, although not in yet. 5k from VT Humanities to support humanities programming at the library. We have also completed the approval process for the federal ARPA funds of \$2,000.

Light fixtures need some replacement, library will pursue available efficiency VT incentives.

Susan has been evaluating streaming services-Kanopy and Hoopla. Consensus seemed to be that Kanopy would offer a lot to our patrons, and Hoopla was less aligned with our collection goals. There is still one (new) service she is trying to get more information on.

Polly reported that she had been asked by a parent about the potential for Chess Club, a lot of student interest. Susan reported that with Covid this is a difficult time for that but would hope to pursue this in the future.

Susan mentioned a Book group potential via zoom? Possibly through winter. She will continue thinking about this.

Working Group Reports:

- **Long Range Planning:** They have met but no data yet to report.
- **Expansion Working Group:** Not much to report, the last piece with Kingdom Construction was completed, drainage. We are wrapped up, Kingdom did a very good job. Nice to work with and did it right.
- **Personnel Working Group:** They have met on revising the handbook but not complete yet. The group also needs to meet to make recommendations on salary for next year.
- **Financial Working Group:** The group met with Linda Ramsdell to go over transition to quickbooks. Library seems to be in a good spot and straightened out some integration issues. The group needs to make another meeting for FY 2022 planning and budgeting.
- **Policy and Planning Working Group:** Nothing to report.
- **Nominating Committee:** There is interest but no firm statements yet.
- **Fundraising letter:** We will do the packet system again. Polly and Susan will plan
- **Holiday Closure Request:** Susan requested on behalf of the library staff for two holiday-related closures. For Thanksgiving, close Thursday, Friday, Saturday. For Christmas, close 24-26. Normally quiet days. This closure is for this year only. Ned moves to accept and Lise seconded.
- **Book Sale:** The book sale has been tabled for a later time.

Director Evaluation

- The Board met and completed the Director Evaluation.

Motion to Adjourn by Ned, Seconded by Lise, all approve. Meeting adjourned at 7:30.