



Minutes of the Library Board of Trustees September 21, 2021

Present: Marti Wolf, Melissa Harvey, Bill Gould, Sarah Chapman, Kate Fitzpatrick, Jennifer Allocca, Dick Backus, Betsy Whitman, Dick Jardine.

Review and approve prior minutes:

- The August minutes were amended to include the troop number and that the specific project is a heron sculpture. The minutes were then approved by the Board by unanimous vote.

Treasurer Reports:

- There was discussion about spending funds available in one budget line (i.e., payroll) on a different budget line. This is the first year that there is a substantial amount of money available in the payroll line. Some suggestions for purchase:
 - Improving the entry way for handicap access
 - Large print books
- Ideas are solicited from trustees for discussion at the next meeting for spending available funds.
- The bill from Twin Bridge has arrived, about \$4,000.
- Jennifer and Sarah will discuss some minor discrepancies in the balance sheets and the recent audit.
- The treasurer's reports were approved by the board.

Library Director's Report:

- The book sale was a success, netting \$1,596.
- There was much discussion about what to do with the books that were not sold. The discussion will continue next meeting.
- The library's refrigerator was repaired at a reasonable expense, thanks to Dick Backus's effort.
- Betsy Holmes will have an art show in October at the library. Betsy also let Sarah know that she will be willing to be a substitute librarian.
- Evening hours have started and patronage is slow during those hours.
- Requests to use library meeting spaces are increasing and scheduling is becoming more demanding.

Strategic Planning

- Progress done toward meeting objectives of the strategic plan:
 - Update a long-range technology, both hardware and software, plan--Dick J: No progress
 - Enhance digital literacy skills throughout the community--Jennifer: Jennifer suggested procurement of laptops and tablets, and providing classes for the newer technology. A course in how to use the internet was suggested. Betsy will contact some of her peers to try to ascertain meaningful topics.
 - Create a "community engagement effort" to partner with town departments, historical and service societies, churches, and other constituencies--Melissa: Melissa compiled a list of agencies that would be willing to make presentations at the library, attended by

- varied audiences. She will contact them and determine their availability. This connects with the river-walk objective. Melissa will send the list to trustees via email.
- Gather data from the community about needs the library can serve to meet--Marti and Dick J: No progress.
 - Plan on transition to new library director--Kate: No progress.
 - Plan on transition for new children's librarian--Marti: No progress.
 - Conduct formal performance evaluations annually--Sarah and Kate: In progress as the policy manual is being developed.
 - Provide opportunities for growth and professional development--Sarah and Kate: In progress as the policy manual is being developed.
 - Demonstrate appreciation for staff--Jennifer and Betsy: Betsy suggested a pot-luck supper for the staff. Jennifer suggested a focus group kind of discussion with the staff. She also suggested a "cheers for peers" program in which library staff members report exceptional work by one of their colleagues for special recognition. Jennifer also suggested appreciation gift bags, similar to those given to teachers at NBCS. She also suggested simply acknowledging good work at the end of each day. Bill suggested that trustees visit the library and get to know the staff better.
 - Redesign library space--Marti and Kate: Discussions are ongoing. A meeting with Roger Dignard is being coordinated.
 - Expand children's room
 - Expand staff work space
 - Expand teen space
 - Consider addition of patio space--Jennifer and Kate: No further progress contingent on other redesign issues.
 - Study HVAC requirements/alternatives--Dick B: No further progress contingent on other redesign issues.
 - Install backup generator--Jennifer: Discussions with Dan MacDonald indicate that an emergency management grant may be available next year.
 - Replace worn/damaged equipment, appliances and furnishings--Betsy: Betsy reviewed the condition of the furniture and recommends hiring a professional cleaning agency for the upholstery. Discussion of fixing the shades in the large meeting room led to consideration of hiring a handy-person to examine/repair the problems.
 - Develop learning permaculture garden and educational river-walk path--Melissa and Dick B: Mentioned earlier.
 - Determine the amount of funding for the CIP for the library--Bill: Bill submitted for the CIP \$25,000 each year for 6 years to raise funding for the library expansion.
 - Advocate for the library among community agencies--Betsy: No progress.
 - Create a marketing plan for all library services and resources--Marti: In progress.
- Dick J. will facilitate a meeting with the staff to discuss the Strategic Plan and solicit their input. Sarah will coordinate a time and day for the staff to meet with Dick J.
 - We will continue discussing progress toward the Strategic Plan objectives each and every meeting.

Human Resources:

- Kate has gathered a list of names and has requested assistance from other trustees for the dates of service and the specific persons to be included on the trustee memorial plaque.
- Kate continues to work with Sarah on the personnel policy manual.

Friends' Report

- There was a Friends of the Library meeting on September 14th. Sue Carr is the new president, Marie Stanger the treasurer and Marie Danielson secretary.
- No Wassail this year. Betsy suggested that the Friends sponsor a similar event outside.

Facilities Report:

- The refrigerator has been repaired.

New Business:

- Donna Mombourquette suggested a change to the June minutes: A portion of the funds could be used to support the non-profits in town which were not able to fund-raise during the pandemic.

The Board adjourned at 8:48 p.m.

The next meeting will be October 19 at 7 p.m.

Respectfully submitted,



Dick Jardine