

Meeting Notes for the Wardsboro Public Library Trustee Meeting

Date: 10/19/2020

Meeting minutes by Mark Fernandes

Venue: Wardsboro Library and ZOOM

Those present in person:

Mark Fernandes

Sheri Lewis: Chairperson:

Carol Fay

Those present on-line

Bob Stupp

Meeting called to order by the chairperson at 7:02 pm

Items to be added to the agenda

Board positions

Library World Membership Renewal

VT Grant

Note: There were technical difficulties with the ZOOM app which resulted in the exclusion of at least two people: Anita Raphael, Beth Liller

Meeting minutes from the last meeting

A couple of changes were made prior to this meeting. Changes were incorporated into the minutes

Minutes Approved by all

Treasurers report

Bob S. reported that there was minor financial activity and that our account balances are in good standing. All reports were accepted and approved by all.

Old Business

Insurance:

Bob S. reported that no progress has been made; the issue to be revisited at the next meeting

10/5/2020 The town clerk asked VTLC&T our insurer whether the contents of the library building are covered under the town's insurance policy. Bob will continue to work on this matter and will evaluate whether the contents of the building are valued accurately based on today's measures.

Increase in the number of trustees:

Sheri reported that she has received guidelines from the state and the required procedures required to effectuate the change are in progress.

10/5/2020 Two more members - trustees discuss the need to increase the number of trustees to the board by two additional members. Sheri sent an inquiry to the Department of Libraries for an opinion and outline of a process and whether there are any legal considerations. Additional information on the process and feasibility should be conducted. The topic was tabled for discussion at the next meeting.

Meet and greet/Thank you/ Holiday gathering

A possible date around Thanksgiving was discussed. Carol B. agreed to contact Paul Spector to discuss. Plans to be finalized at Nov 2nd meeting.

10/5/2020: Celebration - Sheri would like to organize a celebration to thank all the volunteers for their hours' work and dedication to improving the building, cleaning the space, and reorganizing the library materials. Planning an event has many COVID challenges. It was decided that the event should take place when the library work is completed. Anita recommended a virtual library tour for the community to see the progress made. The topic was tabled for further discussion at the next meeting.

Annual Appeal Letter

The letter has been completed and was reviewed. All agreed that the letter is ready-to-go. It was noted that the format will not be in the trifold format used in the past. It will be a single sheet of letter-sized paper and will be sent out in a regular legal-sized envelope. Bob S. noted that labels are in progress. Sheri will move forward with the coordination of having the letter printed, folded, inserted, and labeled.

10/5/2020: Carol B. wrote a draft of the letter for review and further input from the trustees. It was decided that the tri-fold brochure format will change to a one-page letter format. Bob volunteers to edit and add more content to the letter by the next meeting. Sheri inquired about the printing of the letter with her school contact but has not received a reply. She will continue to pursue this matter. The envelopes need ordering. Someone needs to check with Jackie and the town of Stratton on the number of homeowners who will be sent the letter. The letter should be ready by the end of October and in the mail by the beginning of November. It

was suggested that if the school is unable to perform the printing, a printing company should do it. Anita stated that Minuteman Press in Battleboro is reputable and an estimate for printing should be obtained.

Book Nook

Expenditure of up to \$300.00 was authorized for the fabrication of the Book nook display. Mark F. offered to donate lumber. It was noted that the shelving must be adjustable.

Book nook - was approved for implementation. Shelving needs to be built or refitted to accommodate the books. Mark is assigned to oversee this work. He volunteered to provide the wood but is not able to construct the bookcases. The book nook will be located across from the circulation desk so that patrons can be better serviced and books can be watched.

State grant for PPE supplies:

It was noted that these supplies may now be available and will have to be picked up. Bob S. volunteered to handle.

9/8/2020: Carol B. has communicated with the state on this and an order has been placed.

8/18/2020: An email was received from the State Library Dept. inquiring as to whether our library needs additional PPE. Carol B. will handle it.

Library wifi

It was noted that there have been connectivity issues. The problem has been identified and resolved. The resolution entailed the elimination of the user agreement required when signing onto the library wifi. The agreement is now posted in hard copy in the library.

The state has notified us that there is grant money available (up to \$300.00) for upgrading our wifi equipment that will improve the range of our wifi. Bob S. has discussed this issue with our computer consultant and was told the range could be improved with the addition of hardware costing no more than \$300.

Carol B. noted that there may be another state grant available for library technology of up to \$3000. No other information is available at this time.

New Business

Trustee Officers:

The following changes were agreed to by all:

Co-Chairmen to be Sheri Lewis and Mark Fernandes

Secretary to be Carol Fay

Treasurer to remain as Bob Stupp

Computer Hardware

Bob S. purchased a new computer for the circulation desk at Staples for approx \$700.00. The computer consultant will be onsite this coming Thursday to install. In addition, the consultant will be removing outdated computers and upgrading another computer for use in the library director's office.

Cleaning

Chris Cloutier has agreed to temporarily handle all cleaning until a permanent person can be hired.

Library World Membership Renewal

Bob S. noted that payment is in progress.

Martin Gitlin: Author/Presenter

The library received a solicitation for two virtual programs. Sheri agreed to check with her contact at the state library board for information and possible recommendations about this program and report back at the next meeting.

Indeed Invoice

Mark F. requested documentation from Carol F. for this payment. Upon receipt, Mark will be submitted to Bob S. for reimbursement.

Media A/V Equipment

Mark F. agreed to move forward with the procurement of the equipment required. Expenditure of up to \$5000 for this project was approved.

An executive session was entered at 7:54 pm and ended at 8:48 pm

During the executive session, it was agreed that the library director position will be offered to Beth Liller. Mark F. will contact Beth to discuss.

Next two meetings to be held Nov 2nd and Nov 16th

Motion by Mark F. to adjourn the meeting at 8:53 PM

Review and Approval Log

Attendee	Date	Suggested changes Y/N
Carol Fay	_____	Yes or No
Carol Backus	_____	Yes or No
Sheri Lewis	10/21/20	Typos-one question
Bob Stupp	_____	Yes or No
Mark Fernandes	_____	Yes or No