

## **Meeting Notes for the Wardsboro Public Library Trustee Regular Meeting**

**Date:**

**9-8-2020**

Meeting minutes by:Mark Fernandes

Venue: Wardsboro Public Library and GoTo Meeting

Those present:

### **In Person**

Carol  
Backus

Anita Rapheal

Jerry  
Cloutier

### **On Line**

Bob  
Stupp

Linda Gifkins

Carol Fay

Mark Fernandes

Sheri Lewis

### **Changes to Agenda -**

none

## **Public Comments -**

None

## **Treasurers**

### **Report:**

Bob S. noted:

1. Monthly financial reports will be provided once per month at the meeting held on the third Monday 2. Internet provider (Sovernet?) invoice was received and the amount was \$250. Bob

explained that this amount is not the monthly budgeted amount but this is just how they do their billing and that to his knowledge, it has been always been this way

3. Received an invoice from the American Library Assoc for annual membership dues. It was agreed that the bill will not be paid until the new library director is hired. There is a grace period for payment until Jan 2021. 4. The library does not have a credit card in the library's name. Up until now, all credit card

purchases have been charged to the previous directors card and then she was reimbursed by the treasurer by way of a check. Bob stated he would be exploring the possibility of getting a library credit card. 5. Bob requested a temporary resolution to allow him to pay for library expenses from his

personal funds for items up to \$50.00 and then be reimbursed on a monthly basis. All agreed to this but only until a library credit card is acquired.

Treasurers report accepted and approved by unanimous vote.

## **Old**

### **Business:**

#### **“Take Out”**

#### **Books**

9/8/2020: Anita reports that this program is running smoothly with “ a handful of customers each of the two days/wk it is being offered”

8/18/2020 "Take Out" Books: Anita reported that the program is running smoothly (3 days so far)

**Cleaning** 9/8/2020: Cleaning of the office and closet has been completed and an invoice has been submitted 8/18/2020: Chris Cloutier has offered to clean the directors office for \$150.00. Anita noted that the entire room requires washing, not just dusting. All surfaces are to be scrubbed with soap and water. It was suggested that a representative of the library be present during the cleaning to assure it is done thoroughly.

**Supplies offered by state:**

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.

**Gmail and Facebook Accounts:**

9/8/2020: The previous library director has declined to cooperate in getting these accounts transferred over to the Trustees. Mark F. will attempt to communicate directly with Facebook and Google to get this resolved.

8/18/2020: Gmail and Facebook: These accounts remain under the control of the former library director. Attempts have been made to have control changed to the trustees with no success. It was agreed that a computer consultant (VT Geeks) will be solicited to attempt to communicate directly with the former director to make the necessary changes. Bob S. will make the arrangements with the consultant. Carol B. will communicate the plan to the former director.

**Website:** 9/8/2020 : Anita requested that all trustees review the library website prior to the next meeting and be prepared to make suggestions on possible changes to the design

8/18/2020: Anita will continue to update the website as needed. Her rate is \$12.35/hr.

**Snail  
Mail:**

9/8/2020: Carol B. has been picking up the mail, reviewing its contents and distributing

as needed

8/18/2020: Carol B. agreed to pickup the mail from the PO box and distribute on a regular basis.

### **Front Porch Forum:**

9/8/2020: Anita has arranged with Front Porch to have our account suspended until further notice (until new director is hired).

8/18/2020: Anita will contact the Front Porch administrator to inquire about how to post items on their website.

### **Surplus supplies:**

9/8/2020: Surplus supplies have been donated to the Wardsboro School Club and they were very appreciative of the donation.

8/18/2020: It was agreed that extraneous, unneeded supplies being generated by the cleaning and organizing of library storage areas will be donated to other local organizations (ie: food pantry, elementary school, Grace Cottage, etc)

### **Bucketville**

#### **News:**

9/8/2020: Sheri stated that she and Carol B. would be submitting an article for the October issue

8/18/2020: Sheri L. and Linda Gifkins will handle providing library content for publication.

### **Library Director Search:**

Carol F. modified the job description and submitted it to Indeed website for publication. It was agreed that an ad should also be placed in four local newspapers and that the expected cost for such could be as much as \$2000.

### **Lara Keenan (Vermont Library Representative):**

Sheri had a discussion with Lara. The details of said discussion were sent by email to each Trustee.

**Auditor:** 9/8/2020: Sheri inquired as to whether the state library department offered an auditor service as noted at the previous meeting. The answer was negative,

8/18/2020: It was suggested that the trustees consider using an outside auditor on an annual or semi-annual basis to monitor the functionality and management of the library. It was agreed that this should be seriously considered in the future.

## **New Business**

### **Library Director Job title:**

It was agreed that the word “director” should remain in the title.

### **Cliff Grant:**

Bob S. researched the information regarding this. He found that the grant is in the amount of \$2000. It was suggested and agreed that we accept the grant but hold off on receiving the grant until the new director is hired.

### **Trustee Training Conference:**

Carol B. noted that this conference is being offered to all library trustees and that it is being held on September 21-25.

### **VELI-STEM:**

It was noted that our certification for this designation will be withheld until someone associated with the library receives training and certification. Bob S. requested permission to discuss this issue with an acquaintance (Liz Spector) to see if she would be interested in assisting with this.

### **Book Weeding:**

Anita and other volunteers have been working on this in the children's area. Anita explained the criteria being used to accomplish this task. Weeded books are being boxed up and stored for future disposition to the following: Giveaways at the Santa event, Book sale, Future use in the library, disposal.

### **Rearrangement of the library book racks and furniture :**

Anita proposed a possible new layout for the children's area and the barn areas. It was requested that a floor plan showing the changes be drafted and submitted to the trustees for review. Anita also suggested that certain existing furniture be disposed of and replaced. Carol Faye agreed to work on this and research possible sources of new or used quality furniture.

### **Book**

#### **Donations:**

Anita noted that book donations are being accepted by appointment only. It was agreed by all that donations of periodicals and magazines are NOT to be accepted. Anita agreed to direct contributors to place all book donations in the garage.

### **Computer**

#### **Files:**

Anita and Mark will review the directory structure and contents of the previous directors computer files and make a decision on how they may be used or archived.

## **Executive Session**

Session opened at  
8:05pm

Session closed at 8:14pm

No action taken.

The next meeting will be on Sept 21.

Meeting adjourned at 8:15pm