

Monthly meeting of the Wardsboro Library Trustees

Thursday, July 22, 2021

7:00 P.M. in person at the Wardsboro Public Library and available via Zoom

Check the WPL website for the Zoom link

Call to order at 7:10 pm

Attendees- Carol Backus, Bob Stupp, Steve Agin, Sheri Lewis, Elizabeth Ingraham-Librarian
Changes to the agenda-Volunteer Coordinator, Trustee Librarian Coverage, FOWL meeting, Children's Programming

Public comments-None present

Approval of previous minutes- Motion made to receive the meeting notes from July meeting, Seconded by Steve Agin.

Page 3:Change- Steven Herd as an interested trustee,
Lizzie Ingraham and vice and chair writing an updated job description
Shei Lewis did contact the concerned citizen
All in agreement to changes.

Treasurer's Report- Motion to receive the treasurer's report, S. Agin seconded.

In favor of accepting the Treasurer's Report- accepted unanimously

Library Director's Report- Review of statistics accumulated by volunteers and librarians during the last four weeks.

Change of hours:

10-4 for Tuesday and Wednesdays as the most frequented days by patrons and for consistency of open hours.

2-7 on Thursday to accommodate large events.

Thursday extension to meet the needs of the events is considered: Game Night, Laura Sibilia, Community Event with Media Center, Movie Night

-Volunteer meetings included application and confidentiality agreements.

-Volunteer Coordinator position discussed.

-New signage with 3 sides will be sought for improved visibility of posted events.

-Coordination with WES will continue on a monthly basis.

-Code of Conduct document will be created and utilized by the lead member of any organized group who will be using the library space during open library hours.

-A concern of the safety issue-Motion to discuss with the fire chief to consider the conversion of one of the doorways as a means of egress.

-Research of safety guidelines and professional contractors for internal structures of libraries

Old Business

-Monthly Volunteer Meeting- continue attendance by Trustees

-Technology Update-none

-Fundraising- Annual Appeal September and Bob Stupp will write this year's letter

-Additional Trustees- Executive Session discussion

-Additional Hours- Reviewed

Status of Library Assistant & Children's Librarian -not applicable

New Events- Trustee Coverage one will be present for any additional events

-June/July-Efficiency Vermont-well attended both in-person and online. The next session will be announced when decided.

-Board Game Club- to be continued one time per month with a variety of themes: Trivia, Chess, Scrabble,- both team and individual play.

New Business

- Accept the resignation of Carol Fay, WPL Trustee- done
- Personal Policy Review- Was the merge made with the library and the town's policies. - Sheri reported that she checked with Michelle Hull and this task has not been completed. Sheri will continue to pursue this alignment.
- Discussion regarding an increase in librarian's hours to 32 hrs per week. Carol Backus moved that we increase the library director hours to 32-hour per week at the current rate to include benefits aligned with the town policies. All in favor -passed unanimously.

- Volunteer Thank you- in good shape, meet at 10:00 a.m.
- Orientation Schedule- not applicable
- FOWL meeting update- canceled this month
- Book Sale- Steve Agin will run the book sale no matter when it is, including the monthly Saturday time 4th Saturday of the month.

Executive Session 8:45 pm for Trustee Issues

Out of Executive Session at 9:02 with the results offering the two candidates the opportunity to be library trustees.

Steve Herd- to fulfill the remainder of Carol Fay's term which expires in 2022

Karina Martin- being offered one of the 3- year positions available.

S. Agin made the motion to adjourn

Adjourned at 9:02 pm

Next meeting on August 26, 2021