

Meeting Minutes of the Wardsboro Library Trustees

Monday, April 19, 2021

Call to order - 7:12 PM

Attendees: Carol Fay, Beth Liller, Bob Stupp, Sheri Lewis, Carol Backus, Mark Fernandes

Public attendees: Paul Specktor

Changes to the agenda: Addition to agenda New Business: a) Building lease renewal and proposed changes, b) trustee representation on the building maintenance committee

Public comments - Public comments were moved to agenda items under new business.

The minutes of the March 8 and 15 meetings with edits were accepted.

It was noted that the Zoom link was not included in the meeting warning and on the library website. Beth was asked to resolve the problem.

Treasurer's Report

Bob's Comments: A large donation was recorded in the financial report. It was suggested that financial reports be distributed to trustees by email with return receipt to ensure that the report was received. Suggestion was adopted.

Librarian's Report

- The librarian's report was distributed to the trustees by email.
- Beth requested that the trustees watch a webinar provided by the VT Department of Libraries on the new ACCD guidelines on masks and social distancing in the next phase of opening to the public. Guidelines for indoor and outdoor activities will remain until July 4. At that time, the mask mandate will be removed, but the social distance is not known at this time. Further discussion was postponed until more information is available and a vote will be conducted to establish our library requirements. Bob Backus should be consulted before the decision is made.
- **Signage update:** Beth research the cost of purchasing a marquis sign for the front of the library. It cost between \$300 - \$400. It would need to be taken indoors when not is use. The current permanent sign should be placed closer to the road. Carol B. asked Beth to send her a photo of the sign for an estimate. Approval of the cost will be made at a future meeting.
- **Hiring a part-time librarian** - The position was posted in the BVN, library website, Facebook, LibListserv. No vote on the job description was made at the meeting. There has been no responses to the posting. Beth requested approval for advertising the job in local

newspapers and an on-line recruiting site, e.g. Sheri asked that the job be posted in a communication to local school districts so school staff will have an opportunity to apply.

Old Business

- **Media Center Grant application update.** Bob is waiting for an updated cost estimate for media equipment and installation. June 7 is the deadline for submitting the application. Mark agreed to write the estimate. Beth was asked to submit an list and cost estimate of needed furniture for the media center. There was a robust discussion on the type, number and cost of chairs. Beth noted that it is difficult to estimate the seating capacity because of the uncertain and constantly changing distancing restrictions. Beth will continue her research and submit the cost for 30 regular sized chairs before June 7.
- **Technology Grant** - \$1500 was received for the WiFi Access point outside the library. The Disaster Relief Fund for Covid given to communities to update technology and related needs is available to the town. It was suggested that that money be used for the access point and the \$1500 could be used for other technology upgrades. The printer is scheduled to be fixed April 20.
- **Bake Sale and Book Sale** are scheduled on Saturday, May 29, from 9am - 1pm. to coincide with the plant sale coordinated by the Friends. Each trustee is expected to bake and to call a list of volunteer bakers in the community for baked goods. Bake goods table will be set up on grassy space that does not interfere with the plant sale. The book sale will be located in front of the garage. It was agreed that either coffee or lemonade will be sold depending on the weather conditions. All baked good donations should be dropped off at the library the morning of the sale between 7 - 9 am or to Carol Backus' house the day before the sale. Beth agreed to handle all publicity.
- **Increasing the number of library trustees** from 5 - 7. The by-law related to the number of trustees and the terms will be rewritten. A three year term was discussed. This term would be immediate for new trustees and re-elected trustees at the time they are elected. All other trustees are required to fulfill their full 5 year term until re-elected. The approval steps required to make changes to the by-laws were reviewed. It was decided that the proposed change will be voted on at the May 17 trustees' meeting and will be brought up at the next town meeting, May 22. No decision was made to assign the responsibility for writing the by-law and lead the approval process.
- **Building air quality update** - An assessment of the building to determine what kind of equipment and the cost is needed. Mark agreed to research this and report back at the next meeting.

New Business

- **The appointing of a trustee to the building committee** was postponed to the next meeting. In the meantime Beth will attend any meetings and report to the trustees and provide the committee with information from the trustees.

- **Building Lease** - The following building lease changes were proposed by Paul Specktor, chairperson of the Friends. The yearly rent for the building will be increased from \$1000 to \$1200, paid in quarterly payments. The lease term will be reduced from 87 years to 10 years. The lease will be reviewed annually for any needed changes. A reminder that the lease can be terminated by either party at any time with a 60 day written notice. The changes will be made on July 1. Acceptance to these changes was requested by Paul S. The trustees asked for additional time to discuss the changes.
- **Cleaning Arrangements** - Chris C. submitted an invoice for additional cleaning services, which are different than the regular cleaning service. This was addressed by Beth with Chris and Jerry. Carol B. agreed to work with Beth to write a specific and clear description of the regular and frequent cleaning requirements. It was noted that Beth needs to monitor the amount and quality of the work done.
- **Distribution of library keys** - the distribution process, accountability for recording who has a key, who should have a key to the library and the collection of unused keys is still not clear. Beth believes that she is responsible for assigning and tracking key for the trustees; Jerry Cloutier has the same responsibilities for the Friends. The building guidelines should be reviewed for further understanding.

8:45, Carol B. made a motion to move to an Executive Session in order to discuss an employee matter. Motion to resume the meeting was made at 9:00.

Actions Taken:

Recruiting new trustees will be initiated as soon as possible.

A meeting will be scheduled with Paul Specktor to assign members to the building committee.

Next meeting: scheduled May 17, 2021 at 7:00.

Meeting adjourned at 9:15 pm