

Meeting Minutes of the Wardsboro Library Trustees

Monday, March 15, 2021

Call to order - 7:08 PM

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

Public attendees: Liz and Paul Specktor

Changes to the agenda: None

Public comments - Donna Fernandes, coordinator of the Welcome to Wardsboro project requested that the library help distribute the welcome packets to new residents. The packets will be left at the library for pickup by eligible Wardsboro residents. It was noted that the library would benefit by having the opportunity for the library staff to meet and introduce new residents to the library, as well as give them a new library card. It was suggested that the packet include a request for a donation to the library from new residents, but Liz Specktor, another coordinator, thought the request would be inappropriate. The motion to accept this proposal was passed unanimously.

The minutes of the last meeting with edits provided were accepted.

Treasurer's Report

Bob's Comments: The summary of the YTD revenues and expenses show that the number of donors and the amount of donations for the annual appeal have exceeded the last two years. This is significant given the challenges residents have experienced during the pandemic.

2020 - 122 donors and over \$9,000 in donations

2019 - 106 donors and over \$6,000 in donations

The balance sheet, checking account balance and reserves are strong. The financial strategy for 2021 will continue as planned.

A motion to accept the financial report was passed unanimously.

Librarian's Report

- Beth's Comments: Beth requested a list of trustees, in rank order based on availability, who would substitute for Beth during any days off from the library and possibly on Saturdays. Beth would call each trustee on the list until a person volunteered.

- Beth agreed to provide training to all trustees and write instructions for all library processes needed (including Computer World) for the substitute to perform their duties. Beth will keep the trustees informed of her progress and schedule training sessions.

- **Substitute List:**

· Carol Backus	· First Call
· Bob Stupp and Carol Fay	· Second Call
· Mark Fernandes and Sheri Lewis	· Not Available

- **Hiring a part-time librarian** - Beth inquired whether a part-time librarian will be hired and when it would occur. She is asking for help on Saturdays to cover the circulation desk while she conduct children's programs or the part-time person conducts the programs. This person may also cover for Beth in the event she is unable to work. Mark indicated that the trustees are ready to do it. Sheri suggested that Beth write some criteria to justify the need to hire another part time person. In addition, a job description and a list of qualifications (skills and experience) for the position should be written. The position should be posted in the BVN, library website, Facebook, LibListserv and other media outlets. The target date for posting in May. April 10 is the due date for submission to BVN. Mark will meet with Beth next Tuesday to work on the job description and qualifications. Trustees will discuss and vote on them at the next meeting.

- Bob noted after consulting with the town clerk, there is no concern from the Town of Wardsboro regarding benefits or liabilities when Beth's hours are increased. Bob agreed to provide additional financial information on wages and other costs for staff on the monthly spreadsheets.

- All issued were resolved regarding the use of and securing library credit cards.

- Beth stated that the total number of library visits have increased. The last hour on Thursdays and Saturdays are very slow. There were 168 book checkout i one month. There were 6 - 8 patron visits on Mondays and Wednesdays. Beth will re-start the book club on Wednesdays at 6:00.

Old Business

- No new information about insurance.
- Bake Sale scheduled on Saturday, May 29, from 9am - 1pm. Everyone is required to wear a mask and gloves, the food will be covered. Mike Cooney and Donna Fernandes, Friends coordinators for the plant sale, will be consulted on the placement of the tables.

- Sheri proposed to include a small book sale during the bake/ plant sale.
- A motion was approved to change the by-laws to increase the number of library trustees from 5 - 7. Additionally, there will be a review of the trustees' role and responsibilities to ensure that they include additions as they have been established. Carol will distribute the current by-laws and the steps required to make the change.
- Grants- a motion to move forward on submitting the Paul Post Grant and the VT Arts Council grants was unanimously accepted. The VT Arts Council grant application for the audio visual equipment is due June 7. Carol F. will distribute the draft of the grant application and the work plan that was started and postponed during the pandemic.

New Business

- Jeremy Shrauff's email was reviewed. In it he suggested that the town garage be used to establish a permanent home for an on-going book sale. Carol F. will respond with an email to thank Jeremy for his suggestion and explain the constraints that prohibit the library from implementing his suggestion.
- Mark has agreed to build additional bookshelves in the library for the indoor book sale.

8:05, Mark F. made a motion to move to an Executive Session in order to discuss a private matter. Motion to resume meeting was made a 8:15.

- Carol F. reminded the trustees that Mark F.'s term as a trustee will expire on May 23. Mark was asked he will move forward his nomination for re-election at the town meeting on May 23. He could not make a commitment as this time. This topic will be put on the agenda at the next meeting.
- **Next meeting: scheduled April 19, 2021 at 7:00.**

Meeting adjourned at 8:30

The sign in front of the library will be updated with changed hours. It was suggested that marquis lettering be used so it can be changed easily if it is needed in the future.

It was agreed that the changed hours be flexible if patrons are not using the library during hours open. It was noted that past information collected showed that patron did not come into the

library during the hours from 6 - 7 pm. Beth suggested that specific programs would be offered during those hours to give patrons a reason to come to the library.

Communication to the public will include: Bucketville News, front yard sign, Facebook, public notices, website.

A vote was called to accept the change in library hours. It was passed unanimously.

Meeting adjourned: 7:25 pm