

Wardsboro Library Trustees Meeting Minutes

Monday, January 6, 2021

Meeting called to order 7:06 pm

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

Changes to the agenda: 4 items were added under new business.

Public comments - No public comments

Approval of previous minutes - Minutes from the December 21, 2020 minutes were approved..

Treasurer's Report - A full financial report will be discussed during the meeting scheduled on January 18. Bob's comments were as follows:

Library Director's Report -

- Reorganization of adult fiction books continues. Progress to date includes books titles up to Ms. Beth is looking for volunteers to remove books from bookcases, clean shelves and move bookcases. . D section reorganization is completed. Audio section is being worked on.
- A small book sale is set up in the front entrance. Book are for sale at \$2/ book.
- The patron list has been updated. It was completed in 30+ hours. It included cross-referencing, fixing fields, eliminating duplicates, improving consistency in data fields. There are 350 active patrons. More than 1500 names were reviewed. It was suggested that this updated list should become incorporated with the donor list for next year's annual appeal distribution. It was noted that there are people from other local communities who use the library

and are not on the donor list. Bob will take on the responsibility of consolidating the Quick Books list and patron list.

- First shipment of books have been delivered. Books include non-fiction books. Beth looking to grow collection by checking best seller lists and books held by other libraries. New books are published on the website, FB and in Bucketville News.
- CLiF books program continues to move forward..
- Book sales are increasing.
- A nature scavenger hunt for school aged children is scheduled in the spring.
- Still waiting to hear about the IT Grant.
- Jerry Cloutier is cleaning the library weekly on Sundays and continues to work on projects as requested.
- Books on the Overdue book list are being sought after through the Bucketville News and reaching out to patron holding overdue books.

Old Business

Public Posting -

- No comments or feedback have been received as a result of the public articles written in local newspapers.
- **Insurance** - no additional information is available on this topic. Bob continues to work with Jackie and the insurance agent to determine the value of the book collections and library contents. Bob is hoping to have additional information for the 1/18 meeting.

New Business

- Preparations for January 11, public forum. The goal is to keep the meeting organized and structured. Mark will start the meeting, review the meeting ground rules and introduce Bob Backus as the meeting facilitator. Bob will use the same format as the town annual meeting. Bob was asked to purchase Zoom for the meeting to facilitate the and improve the virtual meeting experience for all. Mark suggested the meeting be hosted at the library rather than a trustees home to give participants a view of the library improvements and have the benefits of the faster WiFi. The Zoom application, once purchased, will be loaded onto the Library's laptop

computer. Sheri and Beth volunteered to make a video tour of the library to show participants at the meeting. Sheri will act as Zoom technical person during the meeting. Mark scheduled a meeting on Sunday, 1/9 at 4:00 PM to prepare for the meeting. All interested trustees are invited to attend the planning meeting.

- Phase 3 opening. A discussion of the objections to the Phase 3 opening were discussed. They include: the risk associated with the increase in Covid cases at this time in Vermont. As an alternative, open the library for WiFi use only for a small number of people at one time for a period of 30 minutes. There will be no use of the bathroom and no browsing among the book stacks. Patrons entering the building will be asked the screening questions outlined in the plan and their temperature taken. Contact tracking information collected. This suggestion needs further discussion and consideration. It was suggested that information on all stages of reopening and what it means for the community be publicized.

- Letter regarding the use of the town garage for book storage - The garage is currently filled with books for the annual book sale. At this time the book sale is not scheduled, but a small collection of books are on display at the library and are for sale. Mark suggested that each trustee take 10 boxes of books to sort and categorize. They would then be boxed and organized by category in the garage.

- The letter written by Bob for the Annual Report was approved with no changes.

- Mark will sign Anita's timesheets and submit them to Jackie for payment.

Next Meetings - January 11, 2021 7:00PM - Special Meeting and January 18, 2021, 7:00PM Regular Business Meeting

Meeting Adjourned at 8:12 PM