

## **Minutes of the Wardsboro Library Trustees**

**Wednesday June 23, 2021**

**Call to order - 7:03 PM**

**Attendees:** Carol Fay, Bob Stupp, Sheri Lewis, Carol Backus, Steve Agin, Lizzie Ingraham

**Public attendees:** none

**Changes to the agenda:** additions under new business: personnel policy, response to private citizen's concerns, review Lizzie's orientation plan, new printer purchase, volunteer thank you event, Friends rent increase, change book sale prices

**Public comments** - none

### **Agenda**

**Officer Election:** During the first trustees' meeting following the town meeting, officers are elected by the Board for the next year. These assignments are effective immediately. They are as follows:

Chairperson - Sheri Lewis

Co-chairperson - Caroline Backus

Treasurer - Bob Stupp

Secretary - Carol Fay

Trustee - Steve Agin

**The minutes** from the previous meeting 05/17/2021 were approved with no changes. Carol reminded the trustees that a written copy of the minutes should be posted in a public location in addition to posting them on the library's website. Steven Agin volunteered to post minutes and meeting warning in the three designated locations.

**Treasurer's Report** - 2021/2022 budget is due. Reminder to add rent increase to the budget. Bob agreed to create and distribute the FY 2021/2022 budget. Also, Lizzie should provide Bob with her budget needs.

**Library Director's Report** - There is no monthly report.

**Old Business**

**Technology Update** - a new printer may be purchased to address a problem with current patron access to printing services. Sheri and Lizzie to perform further investigation. If purchasing a new printer is deemed appropriate, the funds needed will be drawn from a \$1,500 technology grant received months ago and which, to date, remains unspent.

The printer which was donated by the Friends was looked at by Greeks and was determined that it is too old to be fixed or used, therefore it should be replaced. The expenditure will be less than \$400. The printer should include a scanning feature, but fax is not necessary.

**Fundraising** - The trustees voted to hold a book sale on July 3 to coincide with the 4th of July parade. The book sale will be located in front of the town garage. A sandwich sign will be placed on the town common. Carol will ask to borrow the WCC's sandwich board. All trustees are asked to help with the sale. The new tent will not be purchased in time for the book sale. Steve Agin suggested that the price of the books be changed to:

Hardcover books \$2 each

Paperback books \$1 each

Children's books - \$1 each, 6 books for \$5

The motion for this change was passed unanimously.

**By-Laws** - The changes to the by-laws were warned during the trustees' last three meetings with no comment or opposition from the public. It was declared by the Board that the by-laws are in effect as of this meeting and the by-laws were signed on this date 6/23/2021. This action permits the trustees to start the recruitment process for new trustees.

The Wardsboro select board should be informed and given a copy of the amended by-laws at the next public meeting. The trustees were reminded that a quorum for meeting is now 4 trustees, even though two positions are vacant.

There are two people who have expressed interest in becoming trustees. They will be asked to submit a letter of interest and contacted for an interview with the trustees. It was decided that Lizzie would not be included in the interview process.

A motion was made and accepted to change the meeting day and time to Thursdays at 7:00 to accommodate Lizzie's work schedule. This would eliminate her waiting for the meeting to start after the library has closed. The trustees will warn this change at the next three meetings for public comment according to public meeting laws. This may or may not affect the by-laws. Someone should research this with VTLIB.

**Status or VT Art Council Grant** - Bob submitted the grant proposal prior to the deadline of June 7th. The Council will notify grant applicants on August 31 as to whether their application was approved or not.

**Trustees Membership** - Steve Agen was elected to the trustee position for a 5 year term with no opposition at the town meeting held on 5/23/ 2021. Steven King and his wife Pam have expressed interest in a trustee position when they move permanently to Vermont. Carol agreed to contact potential trustee candidates.

**Grant Update** - Bob has volunteered to submit a proposal for a new grant to purchase a tent. The grant is offered by the American Rescue Plan Act of 2021 (ARPA) for \$2000 for libraries to make a one-time purchase selected from a list of acceptable items created by the VTLIB.

**Library Assistant Librarian Position** The trustees have decided to postpone the hiring of an assistant librarian until Lizzie can identify the need for an assistant, write a job description and create a recruitment plan. In the meantime the position announcement will be removed from the website. Carol has agreed to work with Lizzie to write a job description.

**New Events - Who will Write Press Releases** - Lizzie was assigned to write press releases and advertising material for events as well as her welcome article. Sheri will set up a meeting with Nancy Perkins and Lizzie to discuss how to write and submit for publication library news and publicity in the Bucketville News.

**June/ July Efficiency Vermont Event** - The event was cancelled.

### **New Business**

**Web-site Review** - It was noted that the website needs to be updated. Sheri has transferred the responsibility to update and manage the website to the library director.

**Personnel Policy Review** - There are discrepancies noted in the personnel policies of the library and town. Carol Volunteered to review and discuss with town officials the changes needed.

**FOWL Meeting** - Carol F. gave a brief summary of the last FOWL monthly meeting..

**Lizzie's Orientation Plan** - the weekly orientation plan was reviewed to identify which topics were completed and where additional instruction/ information may be needed. Week Two orientation schedule was briefly discussed. It was decided which trustees and volunteers are assigned to spend time with Lizzie and Sheri and Carol will work on topics for each day. Wednesday at 3:30 Lizzie will meet with her librarian mentor to discuss what help is needed and to schedule times for working with the mentor.

It was noted that Sheri is unavailable during the first and second week of August.

**Volunteer Thank You** - Bob suggested that the trustees organize a celebration to thank the volunteers for the time and effort during the library transition.

Caroline B. agreed to work on a meet and greet event to welcome Lizzie officially.

**Rent Increase** - The trustees agreed to pay the \$200 building rent increase asked for by FOWL.

**Building Committee** - Steve Agin volunteered to replace Sheri on the building committee.

**Citizen Concern**- Trustees agreed that Sheri will contact concerned private citizen for further discussion.

Adjourned: 9:15 pm