

## **Wardsboro Library Trustees Meeting Minutes**

**Monday, December 21, 2020**

**Meeting called to order 7:06 pm**

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

**Changes to the agenda:** Motion passed to go add to the agenda an update on insurance by Bob S.

**Public comments** - No public comments

**Approval of previous minutes** - Minutes from the December 7, 2020 minutes were approved..

**Treasurer's Report** - The treasurer's report was accepted. A full financial report was distributed prior to the meeting. No discussion or questions were made on the budget. Bob's comments were as follows:

a) The annual appeal donations continue to be received and they are equal to the donations received during the same time last year. \$7465 to date. \$800 are scheduled for deposit this week. It is expected that donations will meet the goals set at the beginning of the fiscal year.

b) Preparation of the financial statement and request for appropriations should begin soon.

c) Bob is continuing to research the insurance for the contents of the library building. He has reached out to an insurance agent to learn how insurance policy coverage works, what contents are covered and how books, furniture and other items are valued, as well as the cost of premiums. A question was asked whether books stored in the town garage are covered under the town or a separate insurance policy and how one places a value on those books.

d) IT Grant proposal is due on Wednesday, 12/23/20. Bob thinks the funder is interested in our request for \$1500 which includes the following items: 1) \$100 for Axis Point for the WiFi. When installed in the building it will align better with the parking lot WiFi access and improve the reliability of the connection. Josh from the Dept of Libraries will install it. Mark F will install the cables and Bob will work with Beth to submit the proposal. 2) purchase of a second laptop for use as a loaner to patrons. The computer will be used inside the library or loaned to patrons to take home. Most trustees had concerns about the idea of patrons taking home a computer. The major objection is the risk that the computer would not be returned or it might be damaged. Beth offered to research other libraries who offer this service. 3) purchase of another chrome book and Microsoft Office software.

**Library Director's Report** -

- Great progress has been made to eliminate the mountain of books removed from circulation. Antiques books and papers still need reviewing and decisions made whether to keep or dispose of them. Beth will work with the volunteers to complete this work.
- A small book sale is set up in the front entrance. Books are for sale at \$2/ book.
- Linda G. and Beth are refreshing the patron list by removing names of people who are no longer residents, correcting addresses and other demographic information, making information and nomenclature consistent throughout the database.
- Microsoft Office 2019 has been installed on computers.
- CLiF books will not be delivered in February/ March as planned.
- RB Digital and Overdrive are still no available - the Dept of Libraries is looking into the matter.
- Volunteers to help on specific tasks in the library are still needed. People interested should contact Beth.
- Facebook posts are receiving many "likes."
- Take-out book program has low participation. The reason has not been determined Sheri and Caroline B have volunteered to deliver book to patrons at home when requested. No decision or action was made to work on this suggestion.

## **Old Business**

### **Public Posting -**

- Two press releases were sent from the trustees. One, to the Bucketville News, which was published and the second to local newspapers: Brattleboro Reformer and Deerfield Valley News. It was noted that no one, including Beth has received any comments/ feedback resulting from the publication.
- The public is invited to attend a meeting January 11 to comment on the library improvements recently made, air grievances over the resignation of library staff and offer suggestions for improving library services and programs in the future. Suggestions to prepare for the meeting include having a facilitator for the meeting, having a set agenda and time limits for participation. It was suggested that we ask Bob Backus to facilitate the meeting. It was also suggested that the meeting be recorded and participants be informed of such. We should discuss this topic again at the next schedule trustee meeting.

**Take Out Status** - It was noted that "slow traffic" using the "take out" book service continues. An optional porch pickup will be offered to those who might feel unsafe to enter the library. See Director's report.

**Insurance** - Previously discussed in the treasurer's report.

**New Business**

The trustees approved the purchase of Zoom meeting application in the hope that connectivity will improve and Sheri can facilitate the meetings more effectively.

**Next Meeting - January 4, 7:00PM**

**Meeting Adjourned** at 8:06 PM