

**Bent Northrop Memorial Library
Trustee Meeting Minutes
August 18, 2022**

Call to Order: Samantha Thomas called the meeting to order at 4:33 PM

Present: Sarah Allerton, Laura Fulwiler, Bridget Howrigan Rivet, Cathy Ainsworth, Samantha Thomas (Zoom) Peter Burns

Guests: None

Approval of previous meeting minutes: Motion to accept July 21, 2022 regular monthly meeting minutes made by Laura Fulwiler and seconded by Peter Burns. Motion approved.

Treasurer's Report: Cathy Ainsworth presented the General Ledger Library Fund Budget status report. Spending is on-track for the year.

Cathy reported that the Grant writer (who prematurely left his position) had not been paid. Peter to attend the next select board meeting to discuss the status of unused \$2500 Grant writer salary budget item.

Librarian's Report: Sarah presented the librarian's report. See the Librarian report attached.

Friend's Report: Bid-or-not-to-Bid event planning continues.

New Business:

Sarah is waiting for Charles Havreduk (local excavation contractor) to respond with a cost proposal for sidewalk repair work. Peter offered to contact more contractors in order to obtain a second price.

Sarah will check with Shane Gochey on a cost for bush trimming. Next year's landscaping budget should be broadened to include more trimming and weeding.

Financial policy: work deferred until after meeting with Gary Deziel.

Thursday October 6, 2022 is set for a joint Friends / Trustee meeting to discuss the gifts and donations. Samantha Thomas and Laura Fulwiler will attend. The Trustees will not have a quorum at this meeting, and no decisions can be finalized.

Laura Fulwiler will invite Gary Deziel of the UVM Extension to a special meeting Thursday August 25 at 4:30 PM for a discussion about municipal libraries, spending, municipal responsibilities, and town-library relations. Samantha will issue agenda. Sarah will post the notice on the BNML website.

Melissa Southwick will do a "clean-up" review of the Investment Policy and identify issues for discussion at the August meeting. Melissa will also draft a donation policy. Melissa was not in attendance. Policy review deferred until next month's meeting.

Executive Session: None this month

Agenda for next meeting:

Sidewalk drainage issue

Sarah's report on Wendy's performance review. (Executive session)

Samantha will ask Michelle and / or Melissa to participate in Sarah's performance review.

Work on Financial, Investment and Facility Use policies.

Adjourn: Motion to adjourn at 5:55 PM made by Laura Fulwiler and seconded by Peter Burns. Motion approved.

Next meeting: Thursday September 15, 2022 at 4:30PM

August 2022 BNML Librarian's Report

Building & Technology

Computers: The software upgrade is partially complete. Waiting for more IT support to finish.

Electrical Upgrade and Repairs: Still waiting for Gary Choiniere to schedule us.

Drainage: Still waiting for the first estimate from Charles Havreluk and for Ben to help with the drains.

Landscaping (especially weeding) remains hard to keep up with. The bushes need to be trimmed, and I am waiting for Shane Gochey to give me a quote.

Collection Development

We are now "live" on the Palace Project app (new eBook and Audiobook marketplace with expanded offerings from the Department of Libraries) and we've launched the PR about it. There have been some technical difficulties that Palace knows about and will hopefully smooth out.

Still waiting for the software upgrade to be complete before we are able to begin the inventory.

Grants/Funding

ARPA 2022: Upgrade and monitor purchase in progress.

Farm to School Vision Grant: The Program Coordinator, Rachel Huff, has been hired. Meetings will be happening to plan for fall programming once she is settled.

VT DOL Courier Grant is due 8/31.

We received a \$100 cash donation directly to the library from a patron who wishes to remain anonymous (but to whom I sent a thank you with tax deduction information) in appreciation of the diversity of our collection and our book selection choices.

Programming The Summer Reading Program finale was 8/12 and was very successful. 80 kids officially signed up and pledged to read 2306 books. Having the kids sign up and set goals increased engagement and participation.

Story Hour continues on Wednesdays

Fall programming being planned: STEAM Saturdays, a regular monthly Homeschool activity/program on Friday mornings, a Fall adult craft, the To Bid Event, and potentially an afterschool art series. October will hold the book sale, a book discussion series, Trunk or Treat, Farm to School programming, and more.

Book delivery and baby package prep continues.

Other: Wendy has been assisting the Department of Libraries by sharing her innovative ideas for improving the ILL process. She has been creating a preferred lender list and created a process that other libraries can utilize. She did a presentation for the state's ILL librarians on 8/11.

Monday hours will resume on 9/12.

I will arrange to present at the Fairfield School in-service for staff in order to make connections, encourage class visits, and hopefully get support for encouraging appropriate after school behavior in the library.