

Bent Northrop Memorial Library
Trustee Meeting Minutes Draft
March 19, 2020

Call to Order: Called to order by Laura Fulwiler at 4:30 PM

Present: Laura Fulwiler, Bridget Rivet Howrigan and Samantha Thomas (all present remotely), Peter Burns, Laura Bellstrom, Sarah Montgomery

Guests: Bill Kimball (assistant superintendent of Maple Run School District), Ryan Wells (Cross Engineers), Jazmin Sylvester Cross (remote participation, Friend of BNML/community member)

Discussion around Septic Options for Addition to Fairfield School: Two options presented by Bill Kimball and Ryan Wells around proposed sites for septic system for new addition to school. Both involve town land, but the second choice involves land on which the library sits. Plans to present to select board at meeting Monday, March 23, 2020 and Peter Burns to attend that meeting. Questions addressed around the logistics if placed on land around library and liability. Board was assured by Mr Kimball that the school district would be responsible for maintenance, upkeep and any liability issues.

Approval of previous meeting minutes: Motion to approve made by Peter B., seconded by Laura B and all approved.

Treasurer's Report: Financial reports kindly forwarded by our new Town Administrator, Jonathan DeLaBruere and reviewed. Library budget is on track for year, endowment is down as expected due to current state of the market.

Librarian's Report: See attached report provided by Sarah M. Reported on past activities, discussed upcoming activities and several have been cancelled at this time and anticipate more to be cancelled in the wake of community health concerns.

Friends Report: Reports that group to reconvene April 1st to address the planned event in May to dedicate the "Tetreault Bench" and on a positive note, plans to reupholster chairs throughout library underway.

New business

1) Town meeting debriefing—kudos to Bridget for her expert moderating and the summary of the use of endowment presented and to Sarah for her compilation of library numbers and library

“stories”. Budget was passed and suggestion made to include the endowment summary in Town Report next year and to post the numbers/“stories” and the summary of endowment on the website...all agreed with this suggestion

2) Election of officers:

President—Laura Fulwiler

Secretary—Laura Bellstrom (with request for 2 month hiatus w/ Kristina Bolduc serving temporarily)

Treasurer—Peter Burns

3) Actions/strategies around COVID 19— very difficult decision made to close library earlier this week in line with recommendations to try to contain the COVID19 pandemic and protect our community. Sarah and Wendy will continue to work schedules from home and on site with providing remote availability for patrons (ie ebooks, information and guidance on electronic access), plan for future programs, and attend to on-site tasks without library traffic. Discussed ways in which we may be able to loan out books without risk to borrower or staff. Laura B. presented information around public health issues, uncertainty of timeline but anticipate several months, measures to take for prevention of spread and approaches being taken in our community.

4) Peter’s correspondence with David Poole—impetus for communication with financial advisor is tied into what happens when mortgage is paid off and Peter had sent board members his questions and David’s responses for review. The issues in question are the time frame for dividends to yield a certain amount and how does the UPMIFA apply to the Bent Northrup endowment. Discussion held and decision to return to discuss further at next month’s trustee’s meeting following a closer review of UPMIFA.

5) Library Patron Behavior Policy—addendum added to address displays of sexual or physical conduct “deemed inappropriate” , Laura F. moved to accept, seconded by Samantha T and all approved.

Old Business

1) Investment policy revision to be signed—deferred to time when trustees can all sign

2) Financial planning—tabled for next meeting

3) Building Planning—Peter to call Chuck’s heating for rough estimate of replacement costs

Agenda for Next Meeting:

1) Status report on library (during COVID 19 pandemic)

2) UPMIFA review—trustees to review prior to meeting

3) Financial Plan—continuation, Kristina to combine documents

4) Sarah’s Maternity plan proposal

Adjourn: adjourned by Laura F. at 6:03

Next meeting: Thursday April 16 at 4:30

Librarian Report 2/19/2020

Programming Update:

Past/ Current

- Rockin' Ron - Wednesday, Feb. 26th, 11am - 20 attended
- Heart String: Family Craft Night - Thursday, Feb. 27th, 6pm - 3 attended
- Handprint Keepsakes - Friday, Feb. 28th, 1pm - 12 attended
- Young Artist Collaborative (Grades 3 & Up) - Started Friday, March 6th; Runs 5 weeks - 4 attending
- Engineering Club (Grades 1-5); Started Tuesday, March 6th; Runs 6 weeks - 16 attending
- Mini Barn Quilts: Adult Craft Night; Thursday, March. 13th - 14 attended
- Ice Cream: STEAM Saturday; Michelle Desrosiers LaCroix; Saturday, March 14th, 10am- 10 attended

Coming Up! - February/ March

- **All April programs may be cancelled.
- Mini Barn Quilts: Adult Craft Night; Thursday, March. 26th - Cancelled
- Wood Block Letters: Adult Craft Night; Thursday, April 9th, 6pm
- STEAM Saturday; Kristina Bolduc; Saturday, April 11th, 10am
- Mr. K Earth Day; Tuesday, April 21st, 10am
- Fairy House with Virginia Holiman; Wednesday April 22nd, 11am
- Mr. K After school program; Starts April 28th; Runs 6 weeks

Story:

Who? Older patron who uses the library regularly to access our computers.

What's the problem? Library closing due to COVID-19. Patron does not have access to the internet or have any devices to connect to wi-fi. He lives alone and most of the services where he is able to connect to others are currently closing.

What did the library/ librarian do? Showed him how to use one of our laptops to connect to our wi-fi (still available in the parking lot) or to other public wi-fi. Let him borrow the laptop until we are able to reopen.

Happy ending: Patron is able to stay connected and informed during this difficult time. He will now be able to access his health information, monitor the news, and remain socially connected to others.