

**Bent Northrop Memorial Library**  
**Trustee Meeting Minutes Draft**  
**January 21, 2021**

**Call to Order:** Laura Fulwiler called to order at 4:30 PM

**Present:** Laura Fulwiler, Peter Burns, Susan Magnan, Jonathan Delabruere (all present remotely) and Sarah Montgomery, Bridget Howrigan Rivet

**Guests:** None

**Approval of previous meeting minutes:** Motion to accept minutes by Susann M and seconded by Peter B., and all approved.

**Treasurer's Report:** Final budget surplus still in process of being calculated. Final surplus amount will be entered into Reserve fund warned article.

Trustees agreed to name the reserve fund: "BNML Reserve Fund"

**Librarian's Report:** See attached. Melanie Riddle and Sarah Montgomery submitted the technology grant for new tablets. Trustees agreed to Sarah's recommendation to re-open the library once the State Covid 19 testing positivity rate falls below the 5% threshold. It is currently at about 5.8% in Franklin County.

Current State guidelines currently do permit libraries to be open with a 10 occupant limit. Neighboring libraries are open.

Trustees stressed that the most important factor for reopening the library, is Sarah and Wendy feeling safe and comfortable with the decision.

**Friend's Report:** Bridget HR presented two possible logo concepts. Trustees offered positive feedback.

**New Business:**

- (1) Trustees agreed that Sarah M's yearly library report was excellent and acceptable for publication in the Town Report.
- (2) Due to this year's Town Meeting Australian ballot format, all persons running for office need to fill out a nominee consent form and return it to the Town Office by Monday 25 Jan 2021.
- (3) Peter Burns agreed to run for Trustee office again. (2 year term)
- (4) Trustees continue to look for prospective trustee candidates to filled Laura Bellstrom's position.
- (5) Susan Casavant will not run for Library trustee because she intends to run for School Board.
- (6) Peter Burns had to unexpectedly leave the meeting at 5:30 due to a family emergency. There was no Quorum or action on significant matters after 5:30PM.
- (7) Sarah M and Laura F. Will work on an information flyer for Town Meeting day. Sarah will draft one side entitled: "Why vote Yes for Article \_\_\_\_" (Facts & Figures of BNML to support budget vote). Laura F will draft the other side entitled: "Why Vote Yes for Article \_\_\_\_" (Why vote for the Reserve Fund). Information will also be posted on social media. Plans/preparation for Town Meeting (and accompanying Public Information Meeting.) will continue at the February meeting.

**Old Business:**

- (8) **Financial Policy**- Not discussed this meeting.
- (9) **Investment Policy** – It was agreed that the Trustees will sign to the document, when they are able to visit the library.

**Agenda for next meeting**

- (1) **Library Status Report (Including Covid reopening phase)**
- (2) **Friends Report**
- (3) **Town Meeting/Australian Ballot planning**
- (4) **Continued Financial Policy review (if time allows)**
- (5) **Update on trustee candidate search**
- (6) **Preparation for Town Meeting**

**Adjourn:** Moved to adjourn by Susan M /seconded by Laura F. Meeting adjourned at 5:42 PM

**Next meeting: Thursday February 18, 2021 at 4:30PM**

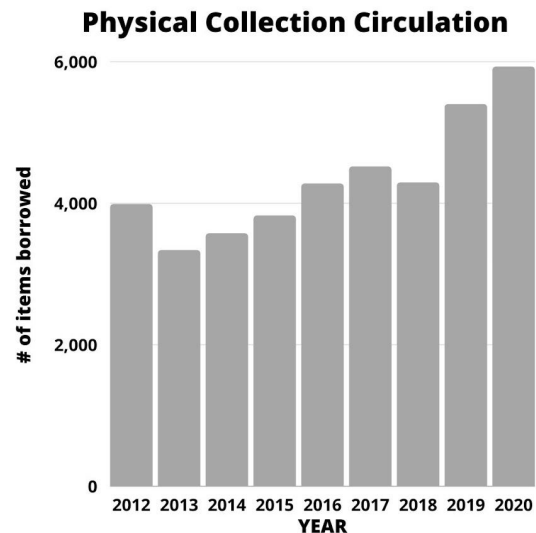
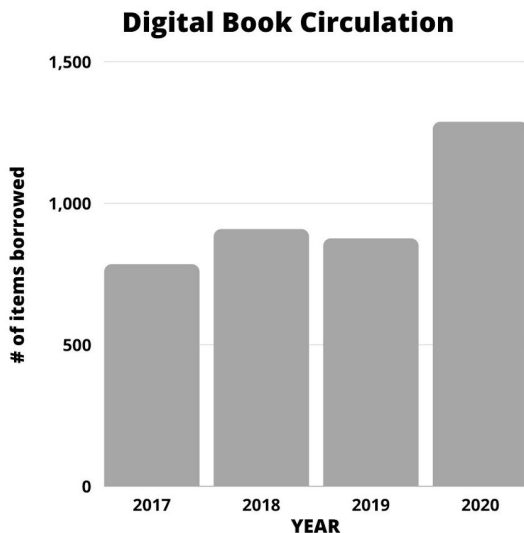
## Librarian Report 1/21/21

### Stage 2 Covid Operations Update:

- Virtual/ Distanced Programs
  - Virtual Story times
  - Weekly Grab and Go Activities for Kids
  - Monthly Adult Craft
- Curbside Only (Stage 2)
- Decision making criteria that brought us to Stage 2:
  - If Franklin County joins those counties in dark blue on the positivity map.
    - <https://www.healthvermont.gov/covid-19/current-activity/vermont-dashboard>
    - This map is predictive and uses an algorithm based on what's happening in the counties around us as well as our own county numbers.
  - If the state's positivity rate hits 5%.
    - According to the WHO, a 5-20% testing positivity rate indicates that there is a high risk for community transmission. Our state positivity rate for the past 7 days can be found at the above link.
    - The 14 day positivity rate for Franklin county, can be found at <https://www.healthvermont.gov/covid-19/health-care-professionals/community-thresholds-decision-making> This is the map that the Department of Health recommends using for decision making.
  - If the Governor/Department of Health/CDC requires it.

### Other:

- RB Digital has been taken over by Overdrive.
- Signed up for Aspen, a new user friendly front-end library discovery system.
- Super circulation stats!
  - Circulation of physical items has increased 10% from 2019 to 2020. It has increased by 48% since 2012.
  - Circulation of electronic books has increased 47% from 2019 to 2020. It has increased by 64% since 2017.



## Vermont Public Library Questionnaire Summary of Results (1/20/21)

### Franklin County Libraries:

OPEN: Highgate, Bakersfield, Sheldon

BY APPOINTMENT: Swanton, St. Albans, Fairfax, Richford

STAFF ONLY: Sheldon, Montgomery, Georgia, Enosburg

[https://docs.google.com/spreadsheets/d/1K\\_RsNqjN67f2fAFXzPY-H62FAjhZIJ9ULFCNHYbrGIE/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1K_RsNqjN67f2fAFXzPY-H62FAjhZIJ9ULFCNHYbrGIE/edit?usp=sharing)

### Current status of the library building

Closed = 2 (1%)

Staff only = 99 (62%)

By Appointment = 21 (13%)

Open = 37 (23%)

### Current hours as a percentage of full hours for open/by appointment libraries

Average = 68%

### Are any staff currently laid off or furloughed?

Yes = 17 (11%)

No = 140 (89%)

### Are any volunteers working in the building?

Yes = 49 (31%)

No = 110 (69%)

### If patrons are in the building, is there a time limit for visits?

Yes = 44 (77%)

For Some Activities = 3 (5%)

Cycle Patrons Out = 1 (2%)

No = 9 (16%)

### Are you creating virtual programming?

Yes = 106 (67%)

No = 52 (33%)

### Do you offer in-person programming? (includes programs that are outside the building, such as walks, movies, or drive-ins)

Yes = 37 (24%)

No = 119 (76%)

### Do you offer curbside pickup?

Yes = 153 (97%)

No = 5 (3%)

### If you are open to the public, are your stacks open for browsing?

Open = 44 (80%)

Some Closed = 2 (4%)

Closed = 4 (7%)

### Do you participate in interlibrary loan?

Yes = 134 (84%)

No = 25 (16%)

### Do you offer public WiFi outside of the building?

Yes = 156 (98%)

No = 3 (2%)

**If you are closed to the public or open by appointment, do you still offer printing, faxing, scanning, or similar services outside of regular appointments?**

Yes = 73 (72%)

No = 29 (28%)

**Are you allowing patrons to use the library's public computers – in the building?**

Yes = 43 (29%)

No = 105 (71%)

**Are you allowing patrons to use the library's public computers – outside the building?**

Yes = 29 (22%)

No = 102 (78%)

**Are you allowing patrons to use the library's public computers – checkout for home use?**

Yes = 17 (13%)

No = 109 (87%)

**If you are open to the public, do you currently offer meeting space?**

Yes = 11 (10%)

No = 87 (81%)

Don't Have Meeting Space = 7 (7%)

**Do you offer masks for patron use?**

Yes = 96 (77%)

No = 29 (23%)