

**Bent Northrop Memorial Library
Trustee Meeting Minutes Draft
April 16, 2020**

Call to Order: Laura Fulwiler called to order at 4:34PM

Present: Laura Fulwiler , Laura Bellstrom, Kristina Bolduc, Peter Burns, Jonathan DeLaBruere, (all present remotely) and Sarah Montgomery

Guests: None

Approval of previous meeting minutes: Motion to accept minutes with minor corrections due to typos by Peter B and seconded by Laura B, and all approved.

Treasurer's Report: Reviewed operating/property expenses, spending reflects expected percentages for four months into the fiscal year. Discussed prudence in spending through the libraries closure and possible implications of COVID-19 effects on budget and revenues. Possible relief in grant funding. Further research into grants and municipal relief and if it can be applied to the library. Jonathan will contact Kim Canarecci for additional information in regards to municipal relief. Trustees decided spending guidelines can be revisited on a monthly basis to adjust to unforeseen circumstances relevant to the COVID-19 pandemic. Laura F. will reach out to David Poole, Financial Advisor, to see if he can provide guidance and financial updates at the May meeting.

Librarian's Report: See attached report by Sarah M.

Friend's Report: No update at this time.

New Business:

(1) Status report on library (during COVID 19 pandemic) Library is providing a multitude of online resources to provide outreach to the community. Free fabric donations (limited supply) to community members who are sewing masks. Library staff alternating days in the library to keep collections up to date and update online forums.

2) UPMIFA review— Continued discussion on if UPMIFA applies to library endowments. The financial advisor supplied some guidance and information via email. He recommended some questions to be answered by a lawyer in regards to specifics involving if the trustees were bound by law through the UPMIFA. Discussion tabled for future meeting and possible outreach to Vermont League of Cities and Towns.

3)Financial Plan—tabled until future meeting, Kristina will provide update for next meeting

4) Refinancing of current mortgage loan – Current loan is for \$204,480 and the interest rate of 2.75% The ability to refinance for a lower interest rate of 2.6% without fees or prolonging loan payoff date was brought up as an option. Discussion concurred that any savings were optimal and the refinancing did not incur any costs. Motion to refinance to the new lower rate by Peter B. and seconded by Laura B. Motion was approved.

5) FMLA Proposal – Sarah provided a detailed proposal to the trustees to cover her absence while on maternity leave. This involved hiring interim staff, pay rates for temporary positions, insurance discussion, and accommodations for nursing/pumping mothers. Jonathan will research family insurance plans and rates. Continued discussion and decisions were tabled until next meeting.

Old Business:

- (1) **Financial Policy**- Tabled until a future meeting.
- (2) **Investment Policy** – pending physical signatures of revision, deferred until trustees can be on site.

Agenda for next meeting

- (1) **Continued status report on library (during COVID 19)**
- (2) **Service Policy review brought by Sarah M.**
- (3) **FMLA proposal review and discussion**
- (4) **Financial Advisor Update**

Adjourn: Moved to adjourn by Peter B./seconded by Laura B. Meeting adjourned at 6:09 PM

Next meeting: Thursday May 21, 2020 at 4:30PM

Librarian Report 4/16/2020

Operations Update

Outward Facing:

- COVID-19 Resource page on website
- Wi-Fi available in parking lot (posted info online and on sandwich board by the road)
- Emailing/ calling patrons
- Virtual Programming
 - Engineering Challenges
 - Story Time Shares
 - Resource Sharing
 - Silly Social Media Posts
- Electronic Resources
 - eBooks/ eAudiobooks - Signed up for Overdrive Advantage
 - Universal Class, Learning Express, VT Online Library
- Community
 - Sharing fabric scraps - 7 bags distributed
 - 3D Printing mask extenders - 35 distributed
 - Reached out to school and community center

Internal:

- Online meet-ups, webinars, and press conferences
- Collection Development (Cataloging, weeding, sorting donations, backpack story kits, series labeling)
- Cleaning and Organizing

Story:

Who? Fairfield resident.

What's the problem? Woman is currently laid off and is using her time to make cloth masks to give out at local grocery stores. She has already shared over 100 homemade masks, but is currently out of material.

What did the library/ librarian do? Offered up material to community members who are making cloth masks.

Happy ending: The woman picked up a bag of fabric so she can continue to make cloth masks that can be distributed to our community members. She was so thankful that we were able to provide this to her and we are so thankful that she is able to continue helping others!