

Bent Northrop Memorial Library
Trustee Meeting Minutes Draft
May 21, 2020

Call to Order: Laura Fulwiler called to order at 4:35PM

Present: Laura Fulwiler, Laura Bellstrom Kristina Bolduc, Samantha Thomas, Peter Burns, Jonathan DeLaBruere, Bridget Howrigan Rivet, David Poole (all present remotely) and Sarah Montgomery

Guests: None

Approval of previous meeting minutes: Motion to accept minutes with amendment, by Samantha T. and seconded by Kristina B, and all approved.

Discussion with David Poole (financial advisor): Addressed concerns/reassurance about maneuvering in the current environment. In response to the unexpected severe economic stress due to the pandemic and the massive energy market collapse, Thomas & Partner adjusted the portfolio to best maintain options most likely to retain dividends. The portfolio should expect slow dividend growth with a main goal of maintaining reliable/strong dividend producing stocks. Bonds held their value.

Treasurer's Report: Reviewed operating/property expenses. Discussed continued prudence in spending with possible implications of COVID-19 effects on future revenue. Current grants through the municipal system are for entities that have already suffered losses, which is not presently applicable to the library.

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

Friend's Report: New slip covers were installed in the library. Small chairs will be able to be reupholstered with remaining fabric. Dedication of the bench in honor of Albert and Jacqueline Tetreault is tentatively being planned for 31 July. The Friends created a survey to assist in collecting community opinions on what might be best for the annual fundraiser this year, they are exploring options and possibilities of a virtual event. The Friends donated \$200 to this years summer reading program.

New Business:

- (1) **Status report on library (during COVID 19 pandemic)** Sarah has drafted a Staged Reopening Plan which covers five stages. Each stage lists library operational levels and the requirements necessary to maintain those operations. This plan was put together using multiple resources and follows guidance from the state and the Vermont department of libraries. This plan will be finalized and used as policy.
- (2) **Service Policy – pushed to future meeting.**
- (3) **FMLA Proposal –** Reviewed options and financial figures for hiring assistance while librarian is on maternity leave. Trustees will go over details and be prepared to vote on options in June meeting. Details needing to be addressed is staff requirements, staff pay, and paid leave.

Old Business:

- (1) Financial Policy**- In progress. Pushed to future meeting.
- (2) Investment Policy** – pending physical signatures of revision, deferred until trustees can be on site.
- (3) Refinancing of current mortgage loan** - Refinancing the current loan is still in progress, pending paperwork from the bank for signatures.

Agenda for next meeting

- (1) Continued status report on library (during COVID 19)**
- (2) Continued FMLA Proposal discussion**

Adjourn: Moved to adjourn by Samantha T./seconded by Peter B. Meeting adjourned at 6:08 PM

Next meeting: Thursday June 18, 2020 at 4:30PM

Librarian Report 5/21/20

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
 - Adult craft night
 - Story Times
 - Resource Sharing
 - Silly Social Media Posts
- Electronic Resources
- Curbside Pick-up
 - Library Materials - Circulation numbers similar to last May
 - 3D Printed mask extenders - 350+ distributed
 - Printing
 - Giveaways
- Interlibrary Loan and Courier Service scheduled to resume



Story:

"Let me start by saying it was like Christmas for the whole family!!! The kids were digging into the bags before I even drove away. Lucy recognized one of the authors you picked for her and had read and enjoyed the authors book. "I will not be bored" she says. Adam was trying to figure out the kindle and SUPER excited about the Amulet books. "Thank you sooooooooooooooo much" says Adam. Allison and Linda (me of course) are thrilled with the offerings you have chosen! Just in time for April vacation. Thank you for the mask extenders and the personally selected books!!!!!! We are very fortunate to have such an amazing library and librarian:)"