

**Bent Northrop Memorial Library**  
**Trustee Meeting Minutes Draft**  
**September 17, 2020**

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

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

**Guests:** None

**Approval of previous meeting minutes:** Motion to accept minutes as written by Laura B. and seconded by Samantha T., and all approved.

**Treasurer's Report:** Reviewed operating/property expenses currently at 71%. There

**Librarian's Report:** See attached report by Sarah M. No issues with implementation of 1 hour time limit for patrons.

**Friend's Report:** Continued work on developing the logo/branding contest. "What the Bent Northrop Memorial Library means to me, and to the community" will be the foundation idea for participants to create from. Submissions will be able to be in various forms, such as, a simple sketch, completed image, or written description. These submissions will be on display in the future for the community to view and provide input. The selected submission will be used to inspire a final product created by a graphic designer. The selected logo will be easily scalable and translate to black and white. More information to come as details/timelines are finalized for the contest. The Friends also plan to participate in Giving Tuesday.

**New Business:**

- (1) Substitute Interim Librarian Director/Substitute Librarian Update-** Sarah M. has completed all but one training session each with the two interim staff members. She will complete the final sessions before the 30<sup>th</sup> of September.
- (2) Draft Budget –** Trustees reviewed a draft budget prepared by Sarah M. She also supplied an estimate of remaining funds at the end of the fiscal cycle. Trustees discussed the possibility of surplus funds, possible purchases, and savings rolling into the new year. Peter B. will contact the Town Administrator for more information on Capital Improvement Funds and options going forward. The Town Administrator will be able to supply the costs for insurance possibly in October. Employee salaries will need to be discussed at a future meeting. Improved ventilation/filter options, that will address health/safety during the winter months when windows cannot be opened may incur additional costs. This will also be discussed at a future meeting.
- (3) Discuss possible future Trustee vacancy/interest –** Laura B. has had some discussion with a possible interested party. Follow up conversations to occur, Sarah M. provided a list of possible interested parties that was previously collected during a past survey. Clarification is needed

from the Town Administrator if she is required to step down at Trustee if she relocates to another town during her term.

- (4) **Communication with Financial Advisor update** – Peter B. had reached out to discuss invested funds. It seemed to the Trustees that most personal investments have recovered to pre-pandemic standings but the library endowment fund was still lagging. The financial advisor indicated many of the energy stocks were slow to recover causing some of the lag. Laura F. will invite David Poole, the financial advisor to the October meeting to discuss the status of the endowment fund.

**Old Business:**

- (1) **Financial Policy-** Continued work on draft policy. Budget and budget process section reviewed and edited.
- (2) **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) **Financial Advisor Update**
- (2) **Library Status Report**
- (3) **Continued budget discussion to include employee salaries**
- (4) **Capital Improvement Fund discussion**
- (5) **Ventilation concerns**
- (6) **Possible interim Trustee**
- (7) **Continued Financial Policy review (if time allows)**

**Adjourn:** Moved to adjourn by Kristina B./seconded by Laura B. Meeting adjourned at 6:29 PM

**Next meeting: Thursday October 15, 2020 at 4:30PM**

## Librarian Report 9/17/20

### Stage 3 Covid Operations Update:

- Limited Building Access
  - Max Capacity 10
  - 1 hour time limit
- Virtual/ Distanced Programs
  - Virtual Story times
  - Weekly Grab and Go Activities for Kids
  - Monthly Adult Craft
  - Mini Outdoor Book Sales
  - Gingerbread Houses

### Other:

- Trustee meeting set-up for interim
- Air ventilation/ purification options
- Sarah's last day 9/30. Will return 12/17

### Story:

*Who?* Grandma

*What's the problem?* Grandchild is from out of state, brought here by the pandemic. The parents temporarily moved here so grandparents could take care of the child while they work remotely. Since their school will not be opening this year for in-person learning, they will be staying for a bit longer.

*What did the library/ librarian do?* Offer unlimited checkouts on books. Have backpacks available for check out.

*Happy ending:* Grandma says having access to the library and all it has to offer really is a life-saver. They also love the new sidewalks for bike riding!

*Statistic:* Backpacks have been checked out 50 times in 2020

## Vermont Public Library Questionnaire

### Summary of Results (9/16/20)

Current status of the library building

- Closed = 1 (1%)
- Staff only = 51 (34%)
- By Appointment = 30 (20%)
- Open = 69 (46%)

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

Average = 63%

Are any staff currently laid off or furloughed?

- Yes = 16 (11%)
- No = 133 (89%)

Are any volunteers working in the building?

- Yes = 46 (30%)
- No = 105 (70%)

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

Yes = 69 (70%)  
For Some Activities = 7 (7%)  
Cycle Patrons Out = 4 (4%)  
No = 19 (19%)

Are you creating virtual programming?  
Yes = 109 (73%)  
No = 40 (27%)

Do you offer in-person programming? (includes programs that are outside the building, such as walks, movies, or drive-ins)  
Yes = 59 (40%)  
No = 90 (60%)

Do you offer curbside pickup?  
Yes = 147 (98%)  
No = 3 (2%)

If you are open to the public, are your stacks open for browsing?  
Open = 84 (85%)  
Some Closed = 12 (12%)  
Closed = 3 (3%)

Do you participate in interlibrary loan?  
Yes = 123 (82%)  
No = 27 (18%)

Do you offer public WiFi outside of the building?  
Yes = 147 (98%)  
No = 3 (2%)

If you are NOT open to the public, do you still offer printing, faxing, scanning, or similar services?  
Yes = 40 (63%)  
No = 23 (37%)

Are you allowing patrons to use the library's public computers – in the building?  
Yes = 82 (57%)  
No = 61 (43%)

Are you allowing patrons to use the library's public computers – outside the building?  
Yes = 37 (30%)  
No = 87 (70%)

Are you allowing patrons to use the library's public computers – checkout for home use?  
Yes = 15 (13%)  
No = 100 (87%)

If you are open to the public, do you currently offer meeting space?  
Yes = 16 (14%)  
No = 86 (77%)  
Don't Have Meeting Space = 9 (8%)

Do you offer masks for patron use?  
Yes = 93 (73%)  
No = 34 (27%)