

**Bent Northrop Memorial Library  
Trustee Meeting Minutes Draft  
August 20, 2020**

**Call to Order:** Laura Fulwiler called to order at 4:32 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 with edits, by Peter B. and seconded by Laura B., and all approved.

**Treasurer's Report:** Reviewed operating/property expenses. Current spending reflects previous Trustee discussions, saving money when and where possible due to the unknowns during COVID-19 pandemic. The loan refinancing has been approved and no further action is needed. Peter will call the financial advisor, David Poole to ask about investment gain expectations and future meeting with Trustees.

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

**Friend's Report:** Is putting together a contest to help create a logo/brand for the library. The Friends sent out postcards to past supporters about the cancelled To Bid event and to thank them for their support. There will be future possible fundraising opportunities. The Tetreault Bench dedication, to Albert and Jackie, occurred on a beautiful summer day. It had a great turnout, family and friends enjoyed the event and the recognition of Albert's dedicated work as a Trustee.

**New Business:**

- (1) Substitute Librarian Search Update-** Sarah M. has received multiple applications, she will be reviewing them and reaching out to the applicants in the next two weeks. Wendy has also begun training as the Interim Library Director.
- (2) Impact of beginning of school year –** With the possibility of an influx of use of the library during the school year, the Trustees agreed that a 1-hour time limit per patron was responsible in order to allow continued access to the Library for all. Notification of this and a reminder of the patron behavior policy and child policy will be shared via the website, Facebook, Front Porch Forum, and a letter distributed through the school.
- (3) Discuss possible future Trustee vacancy/interest -** A list of interested individuals previously gathered via survey will be looked into. Laura B. will reach out to those interested.

**Old Business:**

- (1) Financial Policy-** Discussion and editing of the draft document occurred, focused on Purpose and Budget sections.
- (4) Investment Policy –** It was agreed that the Trustees will sign to the document, when they are able to visit the library.

**(5) Refinancing loan – Complete.**

**Agenda for next meeting**

**(1) Continued status report on library (during COVID 19)**

**(2) Draft budget**

**(3) Update on Substitute Librarian search**

**Adjourn:** Moved to adjourn by Laura B./seconded by Peter B. Meeting adjourned at 6:21 PM

**Next meeting: Thursday September 17, 2020 at 4:30PM**

## Librarian Report 8/20/20

### Stage 3 Covid Operations Update:

- Limited Building Access
  - Non-essential retail operations are limited to 50% of approved fire safety occupancy; or 1 customer per 200 square feet; or 10 total customers and staff combined, whichever is greater.
    - Currently operating at 10 max capacity
    - Official fire occupancy with the community room closed off is 31 (39 if including community room), which could allow us to increase capacity to 15 people at 50% capacity
- Virtual/ Distanced Programs
  - Story times
  - Summer Reading Program - “Imagine Your Story”
    - 35 reading logs returned
    - 330 raffle tickets entered
    - ~350 grab and go kits given out
  - Mr. K Nature Journals 8/21/20 at 11am
- Curbside Pickup/ Circulation
  - Most circulation is now in person
  - Significantly higher circulation than last August
- Visitors
  - Slight decrease in average daily visitors this month (average 14/day in August, 17/day in July, 9/day in June)

### Story:

*Who?* School - aged boy

*What's the problem?* Not really interested in reading.

*What did the library/ librarian do?* Provided summer reading program (with incentives!) that encouraged the child to start reading. He had some very specific interests we were able to get him started on several different series of books that he fell in love with.

*Happy ending:* Grandma told us that we were able to get her grandchild “on the road to reading” with our summer reading program. He began the summer checking out books only to earn raffle tickets, but is still checking out new books because he is enjoying them so much.

## **Vermont Public Library Questionnaire**

### **Summary of Results (8/19/20)**

#### **148 Responding Libraries**

##### **Current status of the library building**

Closed = 2 (1%)  
Staff only = 61 (41%)  
By Appointment = 24 (16%)  
Open = 60 (41%)

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

Average = 65%

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

Yes = 20 (14%)  
No = 125 (86%)

##### **Are any volunteers working in the building?**

Yes = 38 (26%)  
No = 109 (74%)

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

Yes = 56 (67%)  
For Some Activities = 6 (7%)  
Cycle Patrons Out = 4 (5%)  
No = 17 (20%)

##### **Are you creating virtual programming?**

Yes = 105 (72%)  
No = 40 (28%)

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

Yes = 52 (36%)  
No = 93 (64%)

##### **Do you offer curbside pickup?**

Yes = 140 (97%)  
No = 4 (3%)

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

Open = 69 (84%)  
Some Closed = 8 (10%)  
Closed = 5 (6%)

**Do you participate in interlibrary loan?**

Yes = 117 (80%)

No = 29 (20%)

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

Yes = 143 (98%)

No = 3 (2%)

**If you are NOT open to the public, do you still offer printing, faxing, scanning, or similar services?**

Yes = 42 (60%)

No = 28 (40%)

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

Yes = 67 (48%)

No = 72 (52%)

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

Yes = 34 (28%)

No = 88 (72%)

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

Yes = 14 (12%)

No = 100 (88%)

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

Yes = 14 (14%)

No = 78 (76%)

Don't Have Meeting Space = 9 (9%)

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

Yes = 81 (69%)

No = 37 (31%)