

**Bent Northrop Memorial Library  
Trustee Meeting Minutes  
July 20, 2022**

**Call to Order:** Michele Feiner called the meeting to order at 4:32 PM

**Present:** Sarah Allerton, Michele Feiner, Melissa Southwick, Laura Fulwiler, Bridget Howrigan Rivet, Cathy Ainsworth, Peter Burns

**Guests:** None

**Approval of previous meeting minutes:** Motion to accept June 16, 2022 regular monthly meeting minutes made by Peter Burns and seconded by Melissa Southwick. Motion approved.

**Treasurer's Report:** Cathy Ainsworth presented the General Ledger Library Fund Budget status report. Spending is on-track for the year.

Cathy reported that the town Grant writer resigned. Cathy to check on the status of grant writer salary.

**Librarian's Report:** Sarah presented the librarian's report. See the Librarian report attached.

**Friend's Report:**

Bid-or-not-to-Bid event planning continues.

**New Business:**

Sidewalk issues: Sarah met with Ben Too (Connor Contracting) and Charles Havreluk (local excavation contractor) on July 15 to review scope of sidewalk work. Charles is working on an estimate with break-out pricing for different items. Sarah to obtain an estimate from a second contractor.

Financial policy: work deferred until after meeting with Gary Deziel.

Thursday October 6, 2022 is set for a joint Friends / Trustee meeting to discuss the gifts and donations. Samatha Thomas and Laura Fulwiler will attend. The Trustees will not have a quorum at this meeting, and no decisions can be finalized.

Laura Fulwiler will invite Gary Deziel of the UVM Extension to a special meeting Thursday August 25 for a discussion about municipal libraries, spending, municipal responsibilities, and town-library relations.

Melissa Southwick will do a "clean-up" review of the Investment Policy and identify issues for discussion at the August meeting. Melissa will also draft a donation policy.

**Executive Session:** None this month

**Agenda for next meeting :**

Sidewalk drainage issue

Work on Financial, Investment and Donation policies.

**Adjourn:** Motion to adjourn at 5:42 PM made by Michele Feiner and seconded by Laura Fulwiler. Motion approved.

**Next meeting: Thursday August 18, 2022 at 4:30PM**

## July 2022 BNML Librarian's Report

### **Building & Technology**

**Computers:** Disbursement of ARPA funds has come in. The software upgrade and equipment purchase will happen soon.

**Electrical Upgrade and Repairs:** Still waiting for Gary Choiniere to schedule us.

**Drainage:** *Update on meeting agenda*

Window and carpets have been cleaned.

Summer maintenance of the heating and cooling system happened last week.

Have been organizing and cleaning out the basement. There are lots of things that have accumulated over the years that can hopefully be sold or given away during the October book sale.

Landscaping remains hard to keep up with. The bushes need to be trimmed.

### **Collection Development**

We are now "live" on the Palace Project (new eBook and Audiobook marketplace with expanded offerings from the Department of Libraries). We are one of 30 early adopters and the kinks are getting worked out. Will do a soft launch for July and announce in the August newsletter and then do wide PR.

Waiting for the software upgrade to be complete before we are able to begin the inventory.

Have added more passes thanks to the Friends: VINS and new Hard'ack Pool. The pool pass is very popular so we now have 2.

Received a magazine subscription donation to *The Sun* from Julie Wolcott

### **Grants/Funding**

**ARPA Grant 21-22:** Fulfilled the grant reporting requirements

**ARPA 2022:** Just received disbursement of funds to start software upgrade and purchase computer monitors.

**Farm to School Vision Grant:** In Program Coordinator hiring phase

**Parent Child Center Grant:** In grant reporting phase.

The **Summer Performers Grant** paid for the VINS live animal presentation and the remainder of \$25 will help pay for a few book prizes.

**Grady's Golden Goodness** will pay for the 7/26 Mr. K science program.

Valdemar Garibay would like to collaborate and support more STEAM programming

### **Programming**

The Summer Reading Program is robust and busy. 71 kids are officially signed up and have pledged to read 2190 books. There are likely more participating with the sheets that I sent home through the school who didn't know there was a new sign up and goal setting system. Program attendance has been good and I've been getting good feedback. There's still lots of prep to do for the last few programs and final party/book and prize distribution.

Story Hour continues on Wednesdays and is growing. It used to match the school schedule and be off for periods of time, but I've been having it every week since I started for consistency and always have reading/circle time (it used to be "just" playgroup in the summer apparently).

8 baby packages sent this month!