

Bent Northrop Memorial Library
Trustee Meeting Minutes Draft
November 21, 2019

Call to Order: Called to order by Laura Fulwiler at 4:31 PM

Present: Laura Fulwiler, Peter Burns, Kristina Bolduc, Samantha Thomas, Sarah Montgomery, Bridget Howrigan Rivet, and Laura Bellstrom

Approval of previous meeting minutes: Motion to approve with minor revision Peter B., seconded by Kristina B and all approved

Treasurer's Report: Report provided by Amanda Forbes for review, on track for year. Report available.

Librarian's Report: See attached report provided by Sarah M. Update on recent activities including Lego Club, Trunk or Treat (very busy), and continued excellent participation at Adult Craft nights. Upcoming events include Breaking Out!, Family-Opoly and holiday activities with ornament making (Adult Craft night) and gingerbread house making.

Strategic Planning Committee report: Sarah presented draft of 5 year strategic plan and solicited feedback from group. Will make minor revisions and bring back final draft for next Board meeting and plan to present to key groups in community before the final presentation to community at Town Meeting Day.

Friends Report: Bridget announced the recent success of Joe Citro's recent visit and presentation at the library. All present (including Mr Citro) enjoyed the "fireside chat" nature of the gathering and the event was well attended. Bridget report more revenue generated from the To Bid or Not to Bid continues to come in through additional donations and gifts and >\$9,000 has been cleared. Working on events for 2020.

Old business:

1) 2020 Budget- Further review of Comparative Budget Report with specifics for 2020 including salaries and associated benefits and tax obligations associated with modest increase in salaries worked out with Amanda Forbes's assistance. Further explanation provided by Peter Burns and details noted by Laura F. including 2019 budget is on track, increase in 2020 proposed budget is in large part due to non discretionary issues

(similar to other municipal employees) and modest raises for staff. Bridget also provided very well researched information around the summary of the operating costs paid by the endowment since 2007 and the Friends contributions as well. All present agreed this is the budget that will be brought and presented to the Select Board at their next meeting.

- 2) **Financial Policy**- tabled to next meeting in December.
- 3) **Select board liaison in December**—several board members to attend

New Business:

- 1) **Discussion around letter from financial advisor, David Poole**—reviewed and discussed letter , motion made by Laura B. to accept recommendations from Mr. Poole and re-allocate of most of funds in cash account into stocks and bonds to provide a better vehicle to generate returns at same time as reserving a smaller portion of the endowment in cash account. Seconded by Peter B and all approved. Laura F. to communicate this to Mr. Poole.
- 2) **Materials Selections Policy**—policy provided by Sarah (last revised in March 2017), discussed and minor revisions made to be worked into new version. Motion to accept with minor revisions Laura B, seconded by Peter B and all approved.

Agenda for Next Meeting on Thursday December 19th

- 1) **Financial Policy**
- 2) **Update on Select board meeting**
- 3) **Strategic plan finalized**
- 4) **Staff pay rates**—Board to vote on official rate increases for all hourly staff

Adjourn: Move to adjourn, Peter Burns, seconded by Kristina, all in favor, and meeting adjourned at 6:16

Librarian Report 11/21/19

Programming Update:

Past/ Current

- Lego Club for grades 2-6. Ended 11/5/19. Ran for 6 weeks. 16 kids.
- Art with Mr. Raymond for grades K -2. Ran 5 weeks. Ended 11/20/19. 7 kids.
- Trunk or Treat. Saturday, Oct. 26th. Busy!
- Mr. K: Saturday STEAM. Saturday, Nov. 9th, 10am. 5 attended.
- Adult Craft Night. Thursday, Nov. 14th: 6pm. 12 attended.

Coming Up! - October/ November

- Breaking Out!: After School Program for Grades 2-5, Starting Dec. 3rd, 3:15pm
- Family-Opoly: Make a Board Game - Tuesday, Dec. 3rd: 6pm
- Holiday Ornaments: Adult Craft Night - Thursday, Dec, 5th: 6pm
- Gingerbread Houses - Thursday, Dec. 12th, 4 - 6pm
- Candle Science: STEAM Saturday - Saturday, Dec. 14th, 10am

Other Updates:

- Book Sale! Made \$133
- Holidays Closings - BNML will be closed November 28th and 29th for Thanksgiving and will be closed from Dec. 23rd - Dec. 28th for our Holiday Break.

Library Story:

Can also identify specific stakeholders that a story would resonate with.

Who? Local childcare provider.

What's the problem? Provider is unable to transport children to library so is unable to regularly access library resources (books) for the children she cares for.

What did the library/ librarian do? Deliver library books to her once monthly. Allow provider to take books (for free) from our annual book sale to fill in her own collection.

Happy ending: Childcare provider said that thanks to us providing her kiddos with access to more books, a kindergartener that she cares for is now reading at a first grade level.

Statistic: BNML delivered 600 books to Fairfield childcare providers in the past year.

Tag Line: Libraries help increase early literacy.