

Bent Northrop Memorial Library
Trustee Meeting Minutes Draft
January 21, 2021

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

Present: Laura Fulwiler, Peter Burns, Susan Magnan, Jonathan Delabruere (all present remotely) and Sarah Montgomery, Bridget Howrigan Rivet

Guests: None

Approval of previous meeting minutes: Motion to accept minutes by Susann M and seconded by Peter B., and all approved.

Treasurer's Report: Final budget surplus still in process of being calculated. Final surplus amount will be entered into Reserve fund warned article.

Trustees agreed to name the reserve fund: "BNML Reserve Fund"

Librarian's Report: See attached. Melanie Riddle and Sarah Montgomery submitted the technology grant for new tablets. Trustees agreed to Sarah's recommendation to re-open the library once the State Covid 19 testing positivity rate falls below the 5% threshold. It is currently at about 5.8% in Franklin County.

Current State guidelines currently do permit libraries to be open with a 10 occupant limit. Neighboring libraries are open.

Trustees stressed that the most important factor for reopening the library, is Sarah and Wendy feeling safe and comfortable with the decision.

Friend's Report: Bridget HR presented two possible logo concepts. Trustees offered positive feedback.

New Business:

- (1) Trustees agreed that Sarah M's yearly library report was excellent and acceptable for publication in the Town Report.
- (2) Due to this year's Town Meeting Australian ballot format, all persons running for office need to fill out a nominee consent form and return it to the Town Office by Monday 25 Jan 2021.
- (3) Peter Burns agreed to run for Trustee office again. (2 year term)
- (4) Trustees continue to look for prospective trustee candidates to filled Laura Bellstrom's position.
- (5) Susan Casavant will not run for Library trustee because she intends to run for School Board.
- (6) Peter Burns had to unexpectedly leave the meeting at 5:30 due to a family emergency. There was no Quorum or action on significant matters after 5:30PM.
- (7) Sarah M and Laura F. Will work on an information flyer for Town Meeting day. Sarah will draft one side entitled: "Why vote Yes for Article ____" (Facts & Figures of BNML to support budget vote). Laura F will draft the other side entitled: "Why Vote Yes for Article ____" (Why vote for the Reserve Fund). Information will also be posted on social media. Plans/preparation for Town Meeting (and accompanying Public Information Meeting.) will continue at the February meeting.

Old Business:

- (8) **Financial Policy**- Not discussed this meeting.
- (9) **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) **Library Status Report (Including Covid reopening phase)**
- (2) **Friends Report**
- (3) **Town Meeting/Australian Ballot planning**
- (4) **Continued Financial Policy review (if time allows)**
- (5) **Update on trustee candidate search**
- (6) **Preparation for Town Meeting**

Adjourn: Moved to adjourn by Susan M /seconded by Laura F. Meeting adjourned at 5:42 PM

Next meeting: Thursday February 18, 2021 at 4:30PM

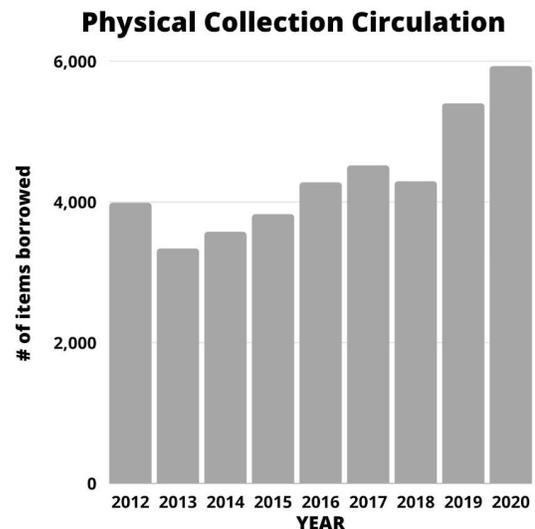
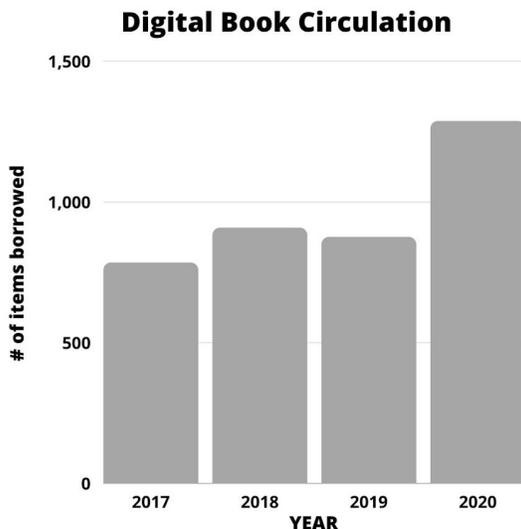
Librarian Report 1/21/21

Stage 2 Covid Operations Update:

- Virtual/ Distanced Programs
 - Virtual Story times
 - Weekly Grab and Go Activities for Kids
 - Monthly Adult Craft
- Curbside Only (Stage 2)
- Decision making criteria that brought us to Stage 2:
 - If Franklin County joins those counties in dark blue on the positivity map.
 - <https://www.healthvermont.gov/covid-19/current-activity/vermont-dashboard>
 - This map is predictive and uses an algorithm based on what's happening in the counties around us as well as our own county numbers.
 - If the state's positivity rate hits 5%.
 - According to the WHO, a 5-20% testing positivity rate indicates that there is a high risk for community transmission. Our state positivity rate for the past 7 days can be found at the above link.
 - The 14 day positivity rate for Franklin county, can be found at <https://www.healthvermont.gov/covid-19/health-care-professionals/community-thresholds-decision-making> This is the map that the Department of Health recommends using for decision making.
 - If the Governor/Department of Health/CDC requires it.

Other:

- RB Digital has been taken over by Overdrive.
- Signed up for Aspen, a new user friendly front-end library discovery system.
- Super circulation stats!
 - Circulation of physical items has increased 10% from 2019 to 2020. It has increased by 48% since 2012.
 - Circulation of electronic books has increased 47% from 2019 to 2020. It has increased by 64% since 2017.



Vermont Public Library Questionnaire Summary of Results (1/20/21)

Franklin County Libraries:

OPEN: Highgate, Bakersfield, Sheldon

BY APPOINTMENT: Swanton, St. Albans, Fairfax, Richford

STAFF ONLY: Sheldon, Montgomery, Georgia, Enosburg

https://docs.google.com/spreadsheets/d/1K_RsNqjN67f2fAFXzPY-H62FAjhZIJ9ULFCNHYbrGIE/edit?usp=sharing

Current status of the library building

Closed = 2 (1%)

Staff only = 99 (62%)

By Appointment = 21 (13%)

Open = 37 (23%)

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

Average = 68%

Are any staff currently laid off or furloughed?

Yes = 17 (11%)

No = 140 (89%)

Are any volunteers working in the building?

Yes = 49 (31%)

No = 110 (69%)

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

Yes = 44 (77%)

For Some Activities = 3 (5%)

Cycle Patrons Out = 1 (2%)

No = 9 (16%)

Are you creating virtual programming?

Yes = 106 (67%)

No = 52 (33%)

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

Yes = 37 (24%)

No = 119 (76%)

Do you offer curbside pickup?

Yes = 153 (97%)

No = 5 (3%)

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

Open = 44 (80%)

Some Closed = 2 (4%)

Closed = 4 (7%)

Do you participate in interlibrary loan?

Yes = 134 (84%)

No = 25 (16%)

Do you offer public WiFi outside of the building?

Yes = 156 (98%)

No = 3 (2%)

If you are closed to the public or open by appointment, do you still offer printing, faxing, scanning, or similar services outside of regular appointments?

Yes = 73 (72%)

No = 29 (28%)

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

Yes = 43 (29%)

No = 105 (71%)

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

Yes = 29 (22%)

No = 102 (78%)

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

Yes = 17 (13%)

No = 109 (87%)

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

Yes = 11 (10%)

No = 87 (81%)

Don't Have Meeting Space = 7 (7%)

Do you offer masks for patron use?

Yes = 96 (77%)

No = 29 (23%)