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.
    - 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](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-H62FAjhZIJ9ULFCNYbrGI/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%)