

**Bent Northrop Memorial Library
Trustee Meeting Minutes Draft
February 18, 2021**

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

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

Guests: None

Approval of previous meeting minutes: Motion to accept minutes from 21 January and the Special Meeting minutes dated 28 January with minor spelling changes by Peter B. and seconded by Kristina B., and all approved.

Treasurer's Report: Brought attention to the investment report, the current account change for the year to date is -\$23,631.59.

Librarian's Report: See attached report. The VT Department of Health showed that our 14 day testing positivity rate for the county is now 5.4%. Since the 5% threshold was passed the library transitioned back to curbside only. The library will reopen to building access when the positivity rate trends less than 5%.

Possible maintenance/repairs to combustion blowers. Will discuss at next meeting. Peter B. will look into issue.

Friend's Report: Marsha Bruster was given the logo inspiration/ideas and will be creating primary and secondary logos.

New Business:

- (1) Re-opening of Library to patrons** – Although the library had to reclose, the transition has been streamlined, information to the community prompt, and the staff will be ready to reopen once the COVID-19 positivity rate drops. Meanwhile, there are grab and go kits and staff can be reached to provide curbside pick-up of materials.
- (2) Overview of what was discussed during the Select Board meeting Trustees attended** – Not all of the Trustees could be present at the Select Board meeting, Laura F. gave a quick summary of the meeting. Trustees presented the Select Board with the history of endowment fund spending and 2017 charts showing how extensive spending would drain the endowment by 2030.
- (3) UP-MIFA** – Uniformed Prudent Management of Institutional Funds Act, more research on if it does in fact apply to the library endowment. Trustees have looked to it for guidance but may need to seek lawyer confirmation on if it does in fact apply by law.
- (4) Upcoming informational town meeting** – Preparing to share information at the meeting on Monday the 22nd, Laura F. will share data on 2020 library services. Kristina B. will prepare bullets and give an overview on budget and tax revenue request. Sarah M. commented that the surplus and prudent savings should be celebrated, and made note of. Susan C. has put out information

for a Trustee search for the vacant position. She had been in touch with a few interested parties. Laura F. inquired about how people were voting or receiving their ballots this year, in leu of town meeting day, specifically asking about when was the last day someone could request an absentee ballot. Jonathan D. said he would get back to her on the specific date but she could call the Town Clerk to request one.

Old Business:

- (5) **Financial Policy**- Not discussed this meeting.
- (6) **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**
- (2) **Friends Report**
- (3) **Maintenance update – Peter B.**
- (4) **Continued Financial Policy review (if time allows)**

Adjourn: Meeting adjourned without a motion at 5:39 PM

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

Librarian Report 2/18/21

Stage 2 Covid Operations Update:

- Virtual/ Distanced Programs
 - Virtual Story times
 - Weekly Grab and Go Activities for Kids
 - Monthly Adult Craft
- Back to Curbside Only (Stage 2) as of 2/18 due to testing positivity rate for Franklin county increasing to 5.4%
 - Were open by appointment from 2/4 - 2/17
 - Will reopen by appointment as soon as Franklin County is back under 5% for testing positivity on this map:
<https://www.healthvermont.gov/covid-19/health-care-professionals/community-thresholds-decision-making>

Other:

- Received \$1,500 technology grant from the Vermont Community Foundation. Will purchase tablets to lend out.
- Chuck's Repair - Recommendation to replace 2 combustion blowers and 1 ignitor for \$1,179



**Vermont Public Library Questionnaire
Summary of Results (2/17/21)**

Franklin County Libraries:

OPEN: Highgate, Bakersfield, Sheldon

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

STAFF ONLY: Sheldon, Montgomery, Georgia

Current status of the library building

Closed = 2 (1%)

Staff only = 92 (58%)

By Appointment = 26 (16%)

Open = 39 (25%)

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

Average = 69%

Are any staff currently laid off or furloughed?

Yes = 17 (11%)

No = 140 (89%)

Are any volunteers working in the building?

Yes = 52 (33%)

No = 107 (67%)

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

Yes = 49 (77%)

For Some Activities = 3 (5%)

Cycle Patrons Out = 1 (2%)

No = 11 (18%)

Are you creating virtual programming?

Yes = 110 (70%)

No = 48 (30%)

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

Yes = 36 (23%)

No = 120 (77%)

Do you offer curbside pickup?

Yes = 153 (96%)

No = 6 (4%)

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

Open = 53 (84%)

Some Closed = 1 (2%)

Closed = 4 (6%)

Do you participate in interlibrary loan?

Yes = 135 (85%)

No = 24 (15%)

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 = 77 (73%)

No = 28 (27%)

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

Yes = 49 (33%)

No = 99 (67%)

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

Yes = 31 (23%)

No = 101 (77%)

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

Yes = 18 (14%)

No = 109 (86%)

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

Yes = 11 (10%)

No = 87 (81%)

Don't Have Meeting Space = 6 (6%)

Do you offer masks for patron use?

Yes = 99 (79%)

No = 27 (21%)