



DRAFT

**Board of Trustees Meeting Minutes
May 16, 2024
6:32 PM**

IN ATTENDANCE: Lisa Griswold, Sue Wade, Nick Hadden, Barbara Murphy, Patricia Bakir, Marti Sterin

CALL TO ORDER: 6:32 PM

APPROVAL OF MEETING MINUTES, March 21, 2024: Barbara suggested a few changes, which were made. Barbara moved; Pat seconded that we accept the meeting minutes with suggested changes. All voted in favor.

TREASURER'S REPORT

Update from Marti on the current balance:

<i>Checking</i>	\$ 534.19
<i>Savings</i>	\$6783.27
<i>Childhood Literacy</i>	\$1614.41

Pat move, Barbara second, all in favor Aye.

Correspondence

No new correspondence.

UPDATES (Sue)

Programming- Welcome Child was well attended, with about eight sets of parents and their children. There was lots of friendly discussion and playdate making. Sue sent a follow-up letter to those who could not attend. From those, four families have come in and chosen books. The St. Albans Messenger and Channel 5 have shown interest in doing an article on Welcome Child program. Sue sent some pictures and information to the Messenger, but so far they have not published anything. Channel 5 wanted to talk to someone who is graduating this year. Sue will give them names of a few seniors who have books they can take with them when talking to Channel 5.

Most programming has been winding down a bit, as we get ready for the move. The one exception was the book group, which had four new faces in April. When the group meets next week, they will decide about meeting over the summer. Elizabeth has paused crafts and has been playing games with the kids on Wednesdays. She has been planning with the Georgia Public Library for activities during the summer.

Temporary relocation - Lisa, Joy Mercer and Sue met with John Tague, Franklin West Superintendent, and Mike Brusco, Clerk of the Works, last week. Lisa and Sue met with the realtor and the owner of 1151 Ethan Allen Highway last week, got the keys and did some measuring. The bookstore in Johnson is still taking any boxes of weeded books that we can give him.

Thank you to the town office. All staff have been helpful in helping us with the adjustment to the temporary relocation. Not only are they taking the goshawk for the time we are out of the school, they are generously letting us use space, not only for the book drop and for book pick-up, but also for programming. Elizabeth will be able to do the Summer Reading Program kick-off there (802 Reptiles!) and they will also let us have Story Time there from time to time.

Grant funding - The \$10,000 grant from the American Library Association, earmarked for new shelving, has been received by the town treasurer. We will buy new shelves when we return to the library in the school. We received a grant of \$350 for the Summer Reading Program. Sue is still working on the T-Mobile \$50,000 grant which is due June 30, and will apply for the next round of the American Library Association Rural Grant Program.

Staffing - Lara Bessette joined the Library Staff and has been very enthusiastic. Unfortunately, just this morning, Dawna Jarmusz, who was a regular sub, resigned. She is facing back surgery and finds the work too taxing. We will miss her, as she is a pleasant and positive face at the desk. We will decide on the need for a replacement once we identify staffing needs for the temporary library location.

Early literacy - The preschool packets went out following April break. The book is “What Will We Build?” including a craft around building a little barn, writing, graphing, math. Unfortunately, Almond Blossom Day Care is no longer in business, so we were not able to distribute through them.

UPDATES AND DISCUSSION ABOUT LIBRARY RELOCATION (Lisa and Sue)

Temporary rental - Sue and Lisa met with the realtor and the owner, and his son, who lives upstairs in the apartment. They explained the work they had done for us, and mirrors they took down in the dance studio. We have keys, talked about a few things that need to be done which they will take care of. All went well and is in order. They have seeded down the new mound system they have put in in the front. Our contract includes a clause whereby we can, with 15 days’ notice, say we need the space longer than the current contract.

In the meeting with John Tague, Superintendent, and Mike Bruso, Clerk of the Works, they agreed to arrange for a moving company to pack all books we do not pack ourselves; and move all books and furniture to designated locations. They will move all items going to Georgia first. Once Joy Mercer from the School Library has moved all items she will need for fall, Bruso’s company will move anything left in the library space – i.e., Community Library and school library items – to a storage location they will identify. All moving and storage costs will be covered by the construction project. We will also have some sets of books stored in individual homes in Fairfax; these are books which will be swapped out with other books over the period of temporary relocation due to space limitations.

By the time the move takes place, the computer system will have a record of the updated location of every book. This will include books in storage or Georgia.

Computer system will know where every book is. FCL Georgia or FCL Storage, etc. So someone looking online will know it’s available.

Budget

At the last School Board meeting on May 13th, the Board confirmed that neither the Community nor School Library will be affected by the new budget. The budget vote is June 4th, 2024.

The Town Treasurer has added a new code called Library Relocation Expense. Sue was asked to identify this clearly with any expenses which need to come under this code, such as phone, heating, rental payments, etc. This is to ensure that we have a full record of the full cost of the

needed move. The librarian will work with her to get all bills paid by the end of June, which is also the end of the fiscal year.

Bookshelves

Lisa shared the notes Pat compiled listing the options of buying bookshelves from IKEA or moving the free bookshelves we can get at the Trapp Family Lodge.

The estimated cost of buying the bookshelves we need, including delivery, is \$1,500. The cost of moving the free bookshelves is from \$600-1600. The free bookshelves would have to be moved again when we move back to the school. They cannot be used again by the library. The library can resell the IKEA bookshelves, which also give us varied sizes to fit the temporary space.

Barbara moved to authorize Sue to buy the IKEA bookshelves to be delivered to the new space at a dollar figure not to exceed \$1800. Pat seconded. All voted Aye. Sue will confer with the town treasurer about the best way to make the payment, and make sure it gets documented as temporary relocation expenses in the 2023/2024 budget.

Sue will be in touch with the Trapp Family Lodge manager to thank him and let him know that we found the moving expenses prohibitive.

Library opening hours

Sue suggested simplifying summer library hours. Trustees pointed out some key criteria for the new hours:

library opening hours. Reminder that no one should be at the library all alone. With Dawn resigning today, we need to review the working hours. Penny would be willing to work in the summer if we need that.

- For security reasons, there should always be at least two staff members in the library. If
- We will keep them as regular as possible, such as the same opening and closing times most days of the week.
- Sue and Elizabeth will review the opening hours once we see about visitor traffic in the first few weeks/month. They will also make adjustments in the fall, when it starts to get dark earlier.

Sue will work out the hours based on available staff and consult with Lisa and/or the Board if needed.

Janitorial

The staff will clean regularly. The Trustees also can help.

Library staffing

Covered in Sue's highlights above.

Library closing and temporary relocation opening

We reviewed the calendar in terms of moving dates.

Key dates include:

- Approx. May 27 – delivery and assembling of IKEA bookshelves.
- June 7th or 10th – moving large items by Bruso to temporary location
- June 2 – 16th – Library fully closed to the public; the first week to finish up packing/organizing in current location, second week setting up the temporary library.
- June 17th or at very latest June 21 – Temporary relocation opens.

Based on these dates, Sue will start setting up a schedule of tasks and volunteers.

The library staff will, starting from now, post recurring announcements on social media and through paper posters about the library closure, reopening dates, summer opening times, and any related logistics, such as book drop-off and pickup.

Other business

Nick suggested that the library could be more specific when billing items paid for by credit card. Marti pointed out that what we are doing now is accepted by the town auditors, but the best practice would be to also note for each credit card charge, the specific item(s) purchased. Sue agreed to do this in the future.

Barbara asked if we had made money on the telescope raffle; Sue confirmed that we did. She will report back with the exact figure at the next meeting.

Nick moved, Barbara seconded to adjourn the meeting at 8:30.

Next meeting: July 18, 2024

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