



DRAFT Meeting Minutes
Joint Library Board Meeting Minutes
18 April, 2023
6:30 PM

Call to Order: 6:34 p.m.

Attending: Library Trustees Lisa Griswold, Patricia Bakir, Nick Hadden, Barbara Murphy; Librarian Sue Wade; BFA Fairfax staff Elizabeth Noonan, Joy Mercer; School Board members Emily Aiken, Kate Haddock

Purpose of the Joint Library Board: Coordination on joint library issues between school and Community Library.

Approval of minutes for October 19, 2023, Joint Board Meeting: Minutes accepted with one correction of name spelling. All voted Aye.

Correspondence: A parent wrote thanking Elizabeth LaRosa for the escape room event she organized for the children.

Highlights of Quarterly Reports – Librarians

Sue Wade

- Elizabeth's programs are more and more popular which means we often have waiting lists, but often expand to allow all to attend. Storytime is also highly successful, and more and more people are coming into the library for a variety of purposes.
- Staff have been weeding out old/unused books to clear out space over the next six months.
- In support of the bookmobile, Sue Wade and Lisa Griswold identified two sources of shelves for both the bookmobile and the temporary location needed during school construction. One source, an antique store, will give us the shelves in exchange for all our books we wish to give away. For transporting shelves Sue will call Building Trades at Essex and BFA and see if they want it as a community service and skill builder project.
- The reading program which Lisa manages has been going well with the preschoolers – packets are ready to stuff.
- The library has applied for and been awarded two grants:
 - ✓ \$10,000 from the American Library Association Libraries Transforming Communities Fund which focuses on accessibility. This will be used for purchasing new shelving after the school and library construction is completed. The total cost for new shelving needed will be \$40,000-80,000. Sue Wade is seeking other grant funds to cover this cost.
 - ✓ \$2000 from Northwestern Counseling and Support Services for early childhood programming.

Joy Mercer

- The year has gone very fast. We have an excellent selection of Red Clover books, the kids really enjoyed all of them. The Committee outdid themselves with their selections. We did the pet potato project last fall which was very successful.

- Many middle and high school students come in on their own to work in the library and get books. Joy would like to get high school reading increased a little more.
- We managed during COVID to creatively support the school, so are confident that we can do it again in September and October when the physical area of the library will be closed for construction.
- The Reading Challenge was very successful, with 887 books read. The students were very excited. The middle schoolers, especially, were very competitive. A good number have continued reading.
- Classrooms have responded well to getting books for classrooms due to library closure. We are still pushing a few and organizing accurate recording of where every book in the catalog is.

Updates

Community Library Staffing

- Emily is retiring – her final day will be May 8th. She will be sorely missed.
- Elizabeth and Sue have taken on a variety of added responsibilities now. Sue's hours have been increased as she takes on these responsibilities.
- We are in the process of hiring a new library desk assistant since another staff member is no longer with us.
- We are likely to continue with the intern we had in summer of 2023, since Anthony Epperson has continued to be involved in the library and it will be easier this year with the temporary location to not take on a new intern.

Early Literacy Project/Elementary Book distribution

- Materials are ready to go into the Early Literacy packets. Packets include a themed book and art, math, science, writing materials to go with the theme of the book. They go to participating preschools and daycares. When these are done, we will be up to 1120 packets distributed to 3–5-year-olds in town; elementary K-4 up to 1300 books; K5-6 added this year will be 200 books.

Library relocation and school renovations:

- The Community Library has identified a temporary location from May 15 for six months. This includes ensuring that all insurance needs are covered for the library materials and supplies, and for the location itself. The location is 1151 Ethan Allen Highway, in Georgia. We will advertise this widely. The current construction plan is for closing the library only in 2024, it should not be needed in 2025. **Update: April 29, 2024 – this contract has been signed and finalized.**
- The Town Office will provide support through allowing us to put a book drop, a location for distribution of library books for those who do not wish to go to Georgia and a meeting room for some summer activities.
- Elizabeth has been in touch with the Georgia Library and will coordinate our Summer Reading Program, including using the Georgia library's meeting space.
- This has required a reallocation of funds in our budget which will stretch over two fiscal years. Lisa has coordinated with the Town Treasurer concerning reallocation for the 2023-2024 fiscal year. The Trustees will continue to review funding for the 2024-2025 fiscal year which starts July 1 and coordinate with Town management.
- Liz Noonan will schedule another meeting with the Board, the contractor and the Clerk of the Works for the first week of May to coordinate moving the library, and other issues related to the construction. This will include identifying whether managing the move can include picking up the bookshelves that we have obtained or covering that cost. The Community Library also needs packing materials as soon as possible so that staff can start organizing them.
- We will start moving materials as soon as possible, and plan to complete the move by May 15th.
- Liz Noonan confirmed that storage units are included in the budget for the bond, although the location has not yet been determined.
- Liz Noonan will check if there are funds available to help cover the cost of the move, how much, and whether it will just be for moving expenses or also could be applied to the rent and other related costs?

- We also, along with the school, will need to address access to the library and school during the rest of the construction since the front area of the school will be the staging area until project completion.

New Business:

- **The School Board** has put out an updated weapons policy which is similar to the previous policy. That is, if there is any issue related to weapons during school hours, the library would contact administration during school hours if the person with weapons is a student. For after school hours or patrons who are not students, the library will call the sheriff.

Next joint board meeting date: October 17th, 2024.

7:30 p.m.: All voted to adjourn.