**Fairfax Community Library Board of Trustees**

**Meeting Minutes / Unapproved**

**November 19th, 2020 6:30 PM**

Attendance via remote access

**Present** Trustees: Lisa Griswold /Chair, Pat Gallant, Elizabeth Griffin, Ellen Holmes-Henry, Carol Vallett and Emily DiGuilio / Fairfax Community Librarian

**Call to order** 6:34 pm

**Approval of minutes from September 17th, 2020 Board Meeting**

Approved

**Treasurer’s Report**

$520.15 / Checking

$1837.74 / Savings

$1500.57 / Early Literary

$5281.99 / CD

**Correspondence**

Emily received a card from Sue and John Mitchell thanking the library for our donation of candy to give out for Halloween. It was helpful even with only getting 238 trick-or-treaters instead of the usual 400.

**Updates:**

Highlights from our library since last meeting:

The two “curbside” days are going very strong and moving it inside the hallway is working well. Tuesday November 11th from 3 to 6:50 was the first “in person by appointment” day. With appointments of 20 minutes with 10 minutes set aside to sanitize between visits. There were two families who came with one person coming in to use the computer. Of note: someone arrived without a mask and they were given one to wear. It might be good to have gloves to offer to patrons who do visit the library.

Emily belongs to a list serve for librarians and has taken part in discussions as to whether there is a need to cut back or stop in person visits and there are some libraries that have chosen to do so. After discussion the decision was reached that so far with so few people making in person visits it feels safe to continue with what the library is doing now and to keep conversation going about it.

The library has received a $520 grant from the Vermont Department of Libraries, which is being put towards our interlibrary loan currier bill.

The town’s Park’s and Rec department co-sponsored an in-person story time at the rec center. Nine socially distanced people attended.

Emily’s received information from several sources about possible funds for extending the library wifi to make it more accessible to the community as well as for laptops to lend out. She attended a focus group session with other VT librarians and a group from the VT Dept of Libraries about grant funds that could be available through Vermont Community Foundation and also received an email from a representative of the Northwest Communications Union District and wifi connectivity and tech needs.

A grant has been applied for to get a new laptop for the library (Emily has been using her own).

Donation Policy:

Carol has updated the policy for better clarification. Pat accepted with suggested modifications. A motion was made to accept. Voted on and approved.

Strategic Plan:

Discussion led by Pat. Carol made a motion to accept with changes discussed. Liz seconded and board voted to approve.

Bylaws:

The bylaws have been updated to sinc up with the strategic plan. Warning was made to vote on at next meeting. Discussed modifications to be made.

Budget:

The proposed 2021-2022 budget has an overall 4.25% increase with three major areas of change with most other costs not changing or increased in the 3% range

Early Literacy Project:

We are in stage one of outreach. Lisa has researched daycare centers in town and found that there are 74 children who attend them. Emily posted on-line about the project to reach the families of children who don’t and three parents contacted Lisa. There needs to be a timeline made for distribution of books and material in mid-January. A final tally of books is needed, an activity chosen and materials for it need to be collected. Suggestions for book topics were made with diversity and seasonal themes among them.

Also the “Park and Rec Department” in town is interested in helping out.

**New Business:**

Library Schedule:

The library will continue to be run the way it is for now, taking it day by day while keeping an eye on the impact of decisions made by the school and state regarding the impact of the pandemic.

Plan Evaluation of Library Director:

Emily will complete her personal reflection/feedback and schedule to meet with Elizabeth and Ellen by the end of the week of December 14th, with the evaluation to be completed by our next meeting.

Trustee Position opening in 2021?:

Clarification is needed as to who’s terms are up this year. Lisa will check with the town clerk.

Other:

Adjourn: 8 PM

Next Meeting:

Thursday, January 21st, 2021 6:30 PM

Respectfully submitted,

Ellen Holmes-Henry

Secretary

Fairfax Community Library Trustees