



**DRAFT**  
**Board of Trustees Meeting Minutes**  
**16 Jan 2024**

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

**CALL TO ORDER:** 6:34 PM

**APPROVAL OF MEETING MINUTES**

**November 21, 2024** – Several small revisions were made. Marti moved; Barbara seconded to accept the draft minutes from 21 November 2024. All voted in favor.

**CORRESPONDENCE** – nothing to report.

**TREASURER’S REPORT**

Update from Marti on the current balance as of today:

<b>Checking</b>	<b>\$ 711.18</b>
<b>Savings</b>	<b>\$ 6,784.05</b>
<b>Childhood Literacy</b>	<b>\$1,153.12</b>

Barbara moved to accept the Treasurer’s Report, Pat seconded, all voted in favor.

## **CORRESPONDENCE**

Lisa gave Sue, and Sue then signed Sue's letter of appointment to stay on until at least the end of November 2025. Lisa will share a copy of this letter with the Town Manager.

Penny wrote a lovely thank you letter thanking us for her Christmas gift. Emily sent a letter saying that she is doing well.

## **UPDATES**

**Settling back into the library at school** - Things have gone reasonably well. The employees have worked extremely hard. There were some problems with some books and shelves that were damaged and/or had mice infestation due to inadequate storage which had to be discarded. People have been very patient with us, although they are not happy with having to walk through the school. Liz Noonan says she will give us prior notice if there are times when the library will have to be closed due to construction. We had a good number of people here last Saturday. Fortunately, no one is having trouble with parking.

We discussed concerns to make sure that staff do not lose work hours during library closures due to construction. Staff have been authorized to do certain projects at home if there are any future closures.

**Closure of Georgia temporary site** – The handover was very smooth. We received back all our deposit. We had actually paid ahead of the rent, so \$4,000 was returned to us. We sold the IKEA bookshelves for a total of approximately \$1,200, which is half of the original price. We are still finalizing Comcast and Green Mountain Power bills, but all equipment has been returned.

**Hours of operation** – Current opening hours 9 a.m. to 4 p.m. weekdays and 9 a.m. to 1 p.m. Saturdays. The library will keep these hours for now, to be discussed again during our next meeting in March. People can go into the school without an escort from 3-4 p.m. Before that, they need to contact the library to have someone meeting them.

**Library publicity** – The Trustees recommended that the library increase its advertising about the different options for getting a book. Making a poster to put up in the Town Office and other locations will also help to let people know. Sue will find out if we can link with Meals on Wheels for delivering books and sharing a flyer listing the ways to obtain books. The Trustees told Sue she should not be delivering books to individuals at their homes.

**Budget** – Lisa submitted the draft budget to the Town Manager and presented it to the Select Board. They had no questions for us, no concerns. No changes were made.

**Opening on the Library Board** – Lisa put several announcements in Front Porch Forum but only one person has reached out to her for more information so far. That person has not yet submitted a petition because she has not yet decided. Pat will reach out to one person suggested by a Board member. Lisa will check the bylaws, but she thinks that the Board can appoint someone to fill a role on the Board until the next election.

**Impact of school construction on the library** – Lisa emailed Liz Noonan prior to this meeting to ask for an update about construction and to know about whether we would have to close during the February school break. Liz said it is possible that we will need to close for a few days.

Liz also asked if we knew that water in the school will be turned off for the entire summer holiday. Lisa expressed her extreme disappointment with this. When Liz discussed this in 2024 with the architect, builder and school management, they agreed that the library would stay out of the school from June through November 2024 so that the library could be open the summer of 2025. Now we hear that there will be portable toilets available, but the situation is still unclear. We do not know if the construction company will provide water for handwashing, drinking, etc. Sue said that at least one of our employees said they will not work if there are no indoor sanitary facilities. Lisa expressed disbelief that not all water over the whole campus needs to be off for the whole summer. There must be a way to manage doing one section at a time, maybe with the water off for one or two weeks. Lisa thinks there is room for negotiation with the architect and contractors. The Fairfax Community Center will not be available.

March will be the first meeting of the new Board. April will be the Joint Meeting. We will need to discuss all these issues in March/April among ourselves and with the builders and school management.

**Programming** – Elizabeth has been having story time in the library but moved it back to the Town Office last week for convenience of all.

## **NEW BUSINESS**

**Early literacy book distribution** – We are working on getting books out before the February break for the preschool at school and the other preschool and daycares in town.

**Joint programming with Fairfax Recreation** – We are continuing joint programming with Fairfax Recreation and will likely increase that. Danielle Roth, the head of Parks and Recreation, is very open to working together and sharing space. We can use the Community Center and/or Town Offices if access to the library is limited due to construction.

## **NEW BUSINESS**

Marti asked if we have a central place where we keep all library records. The answer is that the library has a file with all of them.

Lisa will share all the background documents she has with whoever becomes Chair for the new Board in March.

Barbara said the library website is still missing some items, some links are not working, a few documents are missing, and the latest bylaw is not posted. Barbara will have a meeting with Elizabeth to work on updating the website and general library communication and information sharing to make sure we're getting the word out in all possible locations about resources, ways to get books, library hours, etc.

We will also put our Trustee meetings on the town calendar and ask if they can be posted on the Town Office sign. Can we have our Trustee Meetings on the Town Calendar? Danielle said she would put it on the town calendar, and Marti suggested that it go on the Town Office sign.

We honored Lisa for her dedication to the library and all the work she has done, especially in the past few years. The Board will name a new Chair in our March meeting. Pat will make sure that if someone is elected to the Board in early March, that person is informed that they need to go sign a document at the Town Office before the first meeting.

**The next Trustees Meeting is March 20, 2025.**

**Adjourned 7:42 p.m.,** with Barbara moving and Pat seconding, and all agreeing.