



DRAFT

**Board of Trustees Meeting Minutes  
July 18, 2024  
6:43 PM**

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

**CALL TO ORDER:** 6:43 PM

**APPROVAL OF MEETING MINUTES**

**July 18, 2024** – Barbara moved; Marti seconded to accept the draft minutes from May 16 meeting. All voted in favor.

**Emergency Meeting May 21, 2024:** This meeting was held to discuss a revision of the budget discussion for amount approved for the bookshelves for the temporary location. Barbara moved; Marti seconded to accept the draft minutes from May 121 meeting. All voted in favor.

**TREASURER'S REPORT**

Marti has coordinated with the Town Treasurer and Sue to streamline the payment process and ensure we make as many purchases as possible tax exempt. Marti can now use town issued checks to make tax exempt purchases. Sue also has a copy of the tax exemption certificate she can use to make purchases. Sue also now has a separate town credit card which identifies automatically which department has made tax exempt purchases.

Marti also questioned if the process for managing petty cash is sufficient to ensure that two people have confirmed the amount when she makes a deposit. Sue confirmed that she keeps a record of all petty cash. Marti gives Sue a sheet every month, and Sue signs that Marti took funds out of petty cash. That's sufficient to ensure all petty cash is deposited in the bank. Sue keeps \$20 in change just in case it is needed.

Marti has also set up online banking.

Update from Marti on the current balance:

<i>Checking</i>	\$ 842.48 – (this includes checks written but not cleared)
<i>Savings</i>	\$ 6,783.27
<i>Childhood Literacy</i>	\$1,152.99

Sue Wade asked which account the \$70.00 donated by Sue Gary should be deposited. Sue Gary did a garage sale and donated the funds. Lisa said the funds should go into the checking account because she knows that Sue did the garage sale to help us to have some more on hand cash for purchases. That was very kind of her.

Nick moved to accept the Treasurer's Report, Barbara seconded, all voted in favor.

### **Correspondence**

Sue will write a thank you note to Sue Gary to thank her for her donation and one to Sue and Bob Gary, Sarah Barnes and Al Zelle for helping with the shelves.

Lisa received a note from Emily DiGuilio with her appreciation for working with all of us.

### **UPDATES**

#### **Highlights since our last meeting**

It has been a whirlwind since we last met. We are delighted to be in the new location and it is very popular with patrons. It's so beautiful, and people say, "don't you wish we could stay here?" Of course we don't want to stay, we wish we were in Fairfax. We have had a few people complain about distance, but we remind them of the accommodation for book pickup and delivery via the Town Office location.

Circulation in comparison to the same time last year is down from 1200 to 900, but there is no summer camp. This reduced number of books checked out is not of great concern to the Board.

Sue corrected Google about address of temporary library, changed phone number, hours and address. She has not yet been able to change the picture.

We have had two different orders of new books arrive since the last meeting. Unfortunately, not all of them moved with us, but we are filling the gap with other new books that people have not seen. We are also reminding people that the Georgia Library is very close by, and people can use Interlibrary Loan. Pat pointed out that it's a good opportunity to promote Libby for some people, also.

We will continue to order monthly and expand and have new titles and have had people returning many books they had taken out in the past, which fills in a few gaps.

We have developed a good relationship with the Georgia Library and are blessed they have been so welcoming. It is a nice side benefit of this temporary move. There are some Georgia patrons who have joined Fairfax Community Library events. Elizabeth is working well with the Georgia Library program people. In the future we can possibly share advertising about programs between Georgia and our library.

Lisa complimented Sue and Sue complimented Lisa for the amazing work both did in making this temporary move work. Lisa said, "If it wasn't for Sue, this never would have happened."

For library use, people have been incredibly receptive. A good number turned up this week for Music and Movement, and many of the mothers will go home and tell their friends, so we expect more people to come in. We think it is highly appreciated by the community that we stayed open during this time. Story Hour was also well attended. The adult book group will be next Thursday. Those programs are all continuing and this new one with the music and movement is great.

### **Summer Reading Program**

The Summer Reading Program has been slower than usual. Sue will urge Elizabeth to increase publicity using activity-specific Front Porch Forum posts, not just using the "announcement" designation. We can also use the Town Calendar and the online Library calendar and other social media.

Program numbers were not as good as last year

Barbara asked if the top prizes of bicycles are still donated. Sue said they are not, but they are pretty expensive. Barbara said that it was a store who donated them when it began.

We were reminded that in the fall, we can use empty classrooms in the school after school for any after school programs.

### **Staff Update**

Staffing is adequate, but it's quiet at times and to have two people here at all times seems excessive. Sue Wade works sometimes by herself on Mondays, when Sue Gary is also at the library for a half day. There have not been any safety concerns, and for other staff, there are always two in the library together. Sue asked if the Trustees were comfortable with her being alone in the library for a maximum of half a day a week. The consensus was as long as we know that Kenny or Mr. Campbell are nearby, it is acceptable. We will review in the fall when it is dark earlier. Another way to augment safety would be if patrons, including Trustees, just "hang out" in the library reading a book at key times, such as after dark/closing, etc. Sue keeps exact data on all patron visits – days and times.

In the fall, we will not have Maegan and Penny to help fill in, but Sue does not think that will be a problem in the fall, with our other staff and volunteers.

### **New Business**

There are two revised laws we need to discuss:

- Act 133, which is the Open Meeting Law
- Act 150 which refers to Libraries

Nick and Barbara had reviewed the documents and the summaries. Some points do not go into law until 2025. They both recommended that all Trustees do a detailed review of both revised laws.

**Act 133** updates Vermont's **Open Meeting Law**. It is a very complicated document with the intent to allow the public more access to official business than previously. It requires that we record all meetings and make them available for the next 30 days after approval and posting of the official minutes. Our meetings are already recorded because we use Owl for managing them. When we have hybrid meetings (zoom and in person), they must be conducted with "at least one person being in the physical place where the Zoom is coming from". That can be the librarian; it does not have to be one of the Trustees. To satisfy the intent of the law, we need to have a designated place to put the audio.

The Trustees will follow the following procedure: Once the draft meeting minutes are put up on the library website, the recording will also be posted. It will remain until at least 30 days after the meeting minutes are approved (at the next meeting) and the final draft is posted.

**Act 150 – An act relating to Vermont’s public libraries** - Anonymity for patrons is in our the Fairfax Community Library Policy is already compliant with the law. The revised law requires anonymity for anyone 12 years old or over. Until now, we have not given library cards to anyone under 16, and we always require two IDs. Since we are also in the school, which is not covered by Act 150, theoretically a child could come to us and ask for a library card. We will need to comply with the law if we receive requests and will need to discuss this further in the next meeting after all have reviewed the law.

This revised law also has some new wording about what we can charge people from other towns, so we need to check that we are meeting the requirements. Cards for patrons over 65 from other towns are already free. Not all libraries participate in the Home Card Library System.

All Trustees will look at these documents carefully before the next meeting and we will have a more detailed discussion. To find the information, go to the Vermont Legislature’s main website, and type in, separately, the names of the Acts: Act 133 and Act 150. From there you will find a summary and details.

### **Future meeting dates**

**September 19** is the next regular Trustees meeting.

**October 10<sup>th</sup> Budget Planning Meeting.** The Treasurer and Chair meet beforehand to work on the details of the proposed budget. We need to submit the budget by October 25<sup>th</sup> to the Town. By the end of October, we must submit the proposed 2025-2026 proposed fiscal year budget to Sarah Hadd. Nick reminded us of how helpful it was last year when Ashley and Lisa did this and then we had the spreadsheet up on the screen for discussion. In this case, it would be good to have this meeting in the Town Office meeting room, so we will book a room.

**October 17<sup>th</sup> Joint Board Meeting** – This will be an important one in which we discuss moving back to the school. Lisa will be keeping close touch with the school about the timing of our move to make sure that, if needed, we give 15 days’ notice to the landlord that we need to stay longer in the temporary location. The landlord has been excellent.

**November 21** is the last meeting of 2024.

### **Other business**

Several people have expressed interest in buying the IKEA bookshelves when the library moves back to the school. Movers will take care of moving all library furniture, books, etc., back to the school library.

Pat moved to adjourn Marti seconded, and all voted in favor, at 8:15 p.m.

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