



**Board of Trustees Meeting Minutes
19 September 2024
6:43 PM**

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

CALL TO ORDER: 6:34 PM

APPROVAL OF MEETING MINUTES

July 18, 2024 – Minor typing errors were corrected. Barbara moved; Marti seconded to accept the draft minutes from July 18. All voted in favor.

CORRESPONDENCE – nothing to report.

TREASURER'S REPORT

Marti recently checked the statements for the three accounts and found out that \$50 cash was taken out of the account. She checked online and found that Barbara made the withdrawal, so contacted Barbara who is the second signatory on the account. Barbara went to the bank and found that when she had asked for \$50 to be taken out of her personal account, the bank took it out of the library account by mistake. The bank apologized and corrected the error. They sent an official acknowledgement of this error which Marti is keeping on file and shared with the Trustees.

Our rule with the library is that Barbara and Marti both need to sign checks. The branch manager said they no longer require two signatures, on a deposit or withdrawal slip to do any bank transactions. We seldom do take direct withdrawals; if it's ever necessary, both Barbara and Marti will make sure funds are taken out of the correct account.

Update from Marti on the current balance as of today:

<i>Checking</i>	\$ 990.98
<i>Savings</i>	\$ 6,783.61
<i>Childhood Literacy</i>	\$1,153.04

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

UPDATES

The **Summer Reading Program** is finished, with fewer children than last year. It was a great program, with the last session conducted by Emma Jean Hoops who the children loved. Prizes included: bicycles won by two boys; one baby who read many books, and another who won a moderate amount. Three adults entered the competition – the adult who is not a library employee won!

Attendance at **Storytime** was adequate, although quieter this year, with about 8-10 children. Sue is doing a class on Wednesday mornings and has 4-5 people. Elizabeth has started doing her programs at the school, and gradually more people are doing them.

Music and Movement Mondays with Kathy Cameron-Musenti was very successful. This was funded by a \$500 grant from Northwest Counseling and Support Services (NCSS) which also included some toys and blocks.

The **reading group** is going very well. Every month we have a few more people. Last month we went to the Congregational Church because we read a book about Tiffany glass, and they have Tiffany windows.

Danielle Roth, the Fairfax Parks and Recreation Director, has suggested that she and Elizabeth start programming together and they will be meeting soon. The library can also use the Community Center for activities because construction there will not start until next year. Elizabeth will coordinate with Danielle on this.

Library publicity – due to the ongoing changes of location for library activities, we agreed that we need to increase publicity with more frequent postings on social media and other locations.

Since this is Pat Bakir's area of professional expertise, she will provide some support to Elizabeth for this.

Google reported to Sue that there have been 3,000 hits on our new location on Google Maps. Sue reported that we have still had fewer visits than last year, and fewer books checked out. Barbara and the Trustees agreed that it's very important that we have stayed open during the summer/fall and we should not worry about exact numbers. For the ones who come to the library in person, it matters. People are using the drop-offs and pickups at the town office, and our mail is also being delivered there.

Elizabeth has announced that Halloween candy should be dropped in the Town Office, not in the drop box.

Sue will check the statistics on patron use of Libby.

Staffing and library hours

We decided that at this point we do not need to make any changes in library hours but will revisit during our October budget meeting. It will get darker earlier by that time and we will have a better idea of visitors now that school is back in session.

Maegan and Penny are back at school, so we have just three staff now, one very part time. But Maegan and Penny, as well as Noelle, are sometimes available for subbing.

LEGAL ISSUES

First Amendment Audits

Nick earlier shared a document concerning "first amendment audits" that people are doing in some Vermont libraries. He pointed out that the people who do it are trying to get lots of hits by getting a dramatic response; that is how they make money on YouTube and TikTok. They also go to state and town offices. They can be disruptive, but the library staff know how to manage them already. Nick reminded everyone that if someone starts filming, staff should turn computers off to keep patron privacy. They can also put a PRIVATE sign on the back office area so that part of the library is designated as private.

We discussed two revised laws as follow up to the July 18, 2024, meeting (see July 18 meeting notes for details).

ACT 133, Open Meeting Law – We agreed on three actions decided at the last meeting cover the requirements of this law.

1. The Trustees will follow the following procedure: Once the draft meeting minutes are put up on the library website, the meeting 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.
2. For the “publicly announced” definition which does not include social media, Barbara will check the overarching statute. She said she thinks that the legislature changed the definition in that statute so that it includes social media.
3. If there is a request to the library for regular notification about meetings it will be passed on to the Secretary of the Board of Trustees.

Act 150 – An act relating to Vermont libraries

- For the requirement of anonymity for Fairfax residents over the age of 12, this refers specifically to anonymity for which books they check out. Sue will look up which policy and what wording is currently used for IDs required for registration. It is possible that a school ID, plus an envelope addressed and delivered to the student at their mailing address could be sufficient for registration for a library card.
- For calculating the amount, we can charge residents from other towns who are not part of the Home Library System, Sue will ask Joy at the school library how we came up with the \$20 that we currently charge for anyone under 65 years of age. She will also check with Georgia to learn what their out-of-town membership charge is. Fletcher residents do not have a library, so they pay to use the Fairfax Community Library.
- and we can go from there in the next meeting. Maybe also check with Georgia and see what their out-of-town membership is. Fletcher doesn't have a library, so are not part of the home library system – go back to assess where the charge comes from. Not a big part of the budget, insignificant. Something that gives value to the fact that they might lose one of our books or something.

Lisa thanked Pat for sharing the information about state library training on the Open Meeting Law for trustees and librarians.

TOWN OF FAIRFAX COMMUNICATION PLAN AND POLICY

The new communication plan and policy was approved by the Town on August 4, 2024. Sue as town staff has signed it. Sarah Hadd gave it to us to review, although she does not think most of it applies to the library. Lisa reviewed it. She reports that it is a useful document summarizing the means for communication, how to use forms, tools, roles and responsibilities of people involved in the communication, probably will be helpful to the town because some of the communication issues town has been facing. However, Lisa said it doesn't seem to apply to us

except in one aspect. We should all be aware that if we are putting any information out to the public besides ongoing programming, we should make sure to let Sarah know so that she is up to date.

TIMELINE FOR THE MOVE BACK

Lisa had a meeting with John Tague and Liz Noonan and it is very likely that we will be able to move back to the school by the end of November. The main difficulty will be access for patrons. There are several options, none of them ideal, with limited handicapped access and limited parking. It may require someone from the library going to meet patrons that need assistance. Some of those things will change by April vacation – our new entrance will be done. There will be parking areas freed up by April vacation.

After 3:15 p.m. parking will be available and someone could come in from the elementary end. Handicapped parking and elevators would also be more accessible, but it's still a long walk.

We will have to review options, including more promotion of library staff taking out books to people; using the town office for drop-offs and pickups; and delivering directly to people in their homes for those with physical challenges. We will have to discuss this during our October budget meeting, as the November meeting will be too late. We will have to consider what our working hours will be at the current location and when we get back to school, considering safety and security, and patron use.

The Board agreed to add another month to our current lease, taking the temporary location rental date to December 18, 2024. Lisa will reach out to the realtor to request an additional month.

As noted above, we will have to increase our publicity to all patrons through various means no matter what our final decision is on managing the move back to the school. As noted previously, Pat will assist Elizabeth with this during the next few months.

There are still many outstanding questions about the move itself and how we will manage once we have moved back. All Trustees will prepare questions for Lisa, Pat and anyone else who wants to attend to take to the October 17th Joint Board meeting with the school. We will also discuss this at the October 12th budget meeting.

Summary of decisions:

- Lisa will ask for an extension on the least until December 18, one additional month
- Attempt to move back at end of November if area is ready

- Individually, Trustees should start generating list of questions to ask Mike Brusso in terms of the move; and Liz in terms of moving back
- Pat and maybe others will look at the site to understand these various entrance options
- We will likely have further discussion on this as an additional agenda item on our October budget meeting

Future meeting dates

October 10th Budget Planning Meeting at the Town Office – 6:30 p.m. Sarah will give a tutorial to Sue and Lisa to manage the recording system at the Town Office. Lisa and Marti will look at information we have from Amy, Town Treasurer. Sue and Lisa already had a meeting with Amy, and then Lisa and Sue will follow up. This will be for the 2025-2026 budget – July 1, 2025 to June 30, 2026.

October 17th Joint Board Meeting – 6:30 p.m. – at library/Zoom

November 21 is the last meeting of 2024.

Pat moved to adjourn. Barbara seconded, and all voted in favor, at 8:23 p.m.