



**Board of Trustees Meeting Minutes
21 November 2024
6:30 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

September 19, 2024 – Minor typing errors were corrected. Bárbara moved; Marti seconded to accept the draft minutes from September 19, 2024. All voted in favor.

CORRESPONDENCE – nothing to report.

TREASURERS REPORT

Update from Marti on the current balance as of today:

<i>Checking</i>	\$ 1,027.18
<i>Savings</i>	\$ 6,783.83
Childhood Literacy	\$1,153.08

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

CORRESPONDENCE

Lisa corresponded with landlord to extend the lease for the temporary location to December 18, 2024. The last month's rent will be applied to the extension. Lisa and Sue will do a final checkout with the landlord when we move to get the security deposit.

UPDATES

Library publicity – Elizabeth will put announcements in all appropriate locations, including Front Porch Forum, about access to the library once the final library move is made.

Joint programming with Fairfax Recreation – We are continuing joint programming with Fairfax Recreation, including perhaps more frequently than at present. Danielle Rothy, 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.

Home Card library system – Sue checked on this system to confirm that if one has a Fairfax Community Library Card, they can get a free library card for any library participating in the Home Card library system.

We do charge Fletcher residents because they do not have a library card.

St. Albans is not a member of the system, but people can pay for one if they are under 65. Over 65 it is free.

Libby App for online reading – We have 183 active individual users at this time. From January through November 2024, 1,463 books were taken out. Since we started Libby, 94,111 books have been taken out. We are part of the Green Mountain Consortium, which charges by the number of patrons we have, not by how many books are taken out.

Act 133

We discussed the revised Act 133 in our September and July meetings. In the September meeting, the question about definition of “publicly announced” meetings came up. Sue said that in a recent Library Director's meeting the organizers confirmed that social media postings such as those we have been doing fulfill the Act 133 requirements. Barbara suggested that therefore if we have a Special Meeting, we also inform the St. Albans Messenger. We are also obligated to directly respond to anyone who says to us “I want to know about your meetings” by getting their contact information and keeping them informed.

HIGHLIGHTS

Children's programming – We have 1-3 children coming in on Wednesdays, which is fewer than usual, since it's not very convenient for parents with the new difficulty in entering the library at the school. We may suspend children's programming until after Christmas or do it instead the Town Offices.

BUDGET AND FINANCE

The final budget proposal was submitted to Sarah Hadd by November 4th, and Lisa will present it to the Select Board on Monday, Nov. 25th.

MOVING BACK TO SCHOOL

The library is being cleaned and there is a plan for moving back to school. We will close at 5 p.m. on Tuesday, November 26th. Sue will keep Trustees and the public informed. The goal is to open on December 9th.

We have buyers for the IKEA shelves, and checks should be made out to the Town of Fairfax, with any payments going back into the relocation budget line.

LIBRARY SCHEDULE AND HOURS

Sue said that we won't be able to have easy access and won't know until we're back in the space if it will really work at all for people to come in the back in after school hours. For outreach, Sue will bring books to the town offices, to the parking lot, to their homes, or if they come to the library. All programming except for school programming should be offsite.

We will not have evening hours until it is clear how easy or difficult access is. There are still many unknowns until after April vacation when we should be able to have full access from the main entrance.

We will discuss in January more ways to communicate with patrons and help with access such as webinars; using Meals on Wheels to share information with seniors; simple brochures on how to use Libby and access the library at the Town Offices; delivery of books to people, and other ideas.

NEW BUSINESS

Nick said that at a recent school board meeting, someone said "why can't the town do the plowing at the school, since the library is there?" The Town Manager said that Act 60 doesn't

allow that kind of town assistance to schools, even if the library is there. Before Act 60, the Town plowed the parking lots.

PETTY CASH PROCEDURE

Marti put on file at the library a revised, written Standard Operating Procedures for petty cash which was last updated two years ago. Barbara moved that we accept the new and revised procedure; Nick seconded. All voted in favor.

LIBRARY BOARD

Lisa will post on Front Porch Forum and the website that there is an open Library Trustee position. Since Lisa will be stepping down and not chairing the March 2024 meeting, Pat as Secretary will draft the agenda for the March meeting in consultation with Sue and Trustees. Legally, Lisa has no role on Town Meeting Day. Pat will also notify the newly elected Trustee that s/he has to go to the Town Office to sign a document before the March meeting.

The next Trustees Meeting is January 16th, 2025.

EXECUTIVE SESSION

The Trustees went into Executive Session at 8:24 p.m. At 8:49 p.m., Nick moved, and Barbara seconded that we come out of Executive Session. All agreed.

Adjourned 8:52 p.m., with Barbara moving and Pat seconding, and all agreeing.