

Unapproved Joint School Library Board Meeting October 10, 2019

Present: Sandy Alexander, John Tague, Ellen Holmes-Henry, Lisa Griswold, Emily DiGiulio, Joy Mercer, Chris Fearon, and Brad Docheff.

Call to Order

John Tague called the meeting to order at 5:02 pm, and introductions were made around the table.

Public Input

There was no public input.

Review Agenda

John reviewed the agenda items to be discussed. John stated that he was asked to chair the meeting by Pat Gallant, library board chair, who was out of town.

Approval of Minutes of April 11, 2019 Joint Board Meeting

There was a motion to approve the minutes of the April 2019 meeting and all were in favor of the motion.

Highlights of Quarterly Reports - Librarians

School Library

Joy Mercer reported that ten new STEAM Backpack kits will soon be available for families to sign out. This has been funded by a grant from the STEM Challenge Initiative (SCI) and the school library. The grant, which awarded \$900 for the development of the kits, was written by kindergarten teacher Erica Green. Joy is currently in the process of cataloging the kits, which are on a variety of topics, for circulation.

Joy recently attended a workshop, *Project Wild*, offered by the Vermont Department of Fish and Wildlife that she found worthwhile. She noted that Fish and Wildlife staff are available to come to the school for inservice training.

Public Library

Emily DiGiulio reported that the library trustees have prepared a survey to solicit feedback from patrons on library services and programming. This information will inform the new strategic plan that will guide the library over the next few years. Emily spoke about staff changes that occurred this summer and how programming is now being done. Since Nicole Vance resigned, Emily and Elizabeth La Rosa, assistant librarian, have been sharing the duties of programming. Elizabeth has been working five additional hours since that change has taken place. Emily also reported that the library now has a

C-PEN reader pen that will be available to patrons of the library. The C-PEN is a portable device that scans printed text and reads it aloud.

Updates

Status of Facilities Committee Plans (what is proposed for the library)

John reported on the status of the facilities plan. This time the approach to the bond vote has been to give a broader overview without going into detail about every aspect of the plan. The proposed plan includes having sprinklers installed in part of the building, including the library. The installation of sprinklers would also necessitate changing the lighting in the library. John said if that were to happen, it would not be a big deal to reconfigure the space in the library.

Safety (security buzzer, window shades, etc.)

The security buzzer was discussed. John said that Amy Plog sometimes keeps track of how many people she buzzes into the library during the school day; usually it's between 20-40 people a day. In general, the buzzer system works well. Joy mentioned that more people seem upset about the need to come in the main entrance door, than about the need to be buzzed into the library.

Regarding the shades for the library windows, John felt that we should wait to see what happens with the bond vote.

New Business

Recently created or updated school policies

There were no new school policies.

Fairfax Community Library Crisis Handbook

Lisa Griswold reported that a Fairfax Community Library Employee Emergency and Safety Procedures handbook has been created, and its policies will be used when school is not in session. During school hours, the Fairfax Community Library follows the same ALICE procedures as the school. The handbook sets forth procedures for library personnel to follow in an emergency situation to ensure the safety of library employees and patrons, as well as library property. Lisa said that the handbook addresses a variety of emergency situations such as fires and bomb threats. Emily, Elizabeth, and volunteers will use the handbook and train with it on a regular basis.

The library also created a new policy addressing library closure during inclement weather. A copy of the new policy was passed around for everyone to read.

Fairfax Community Library Survey (in process)

Lisa reported that the Fairfax Community Library Survey can be completed online; print copies are also available at the library and the Town Office. Sandy Alexander offered to share the survey on Facebook, and suggested it could be placed on the Town Office and Recreation Department websites, as well as on Staying Informed.

Other

The next Joint School Board will be April 16, 2020.

Adjourn

The meeting adjourned at 5:30 pm.

Respectfully submitted,
Chris Fearon