**Fairfax Community Library Board of Trustees**

**Meeting Minutes / Unapproved**

**July 16th, 2020 6 pm**

Attendance via remote access

**Present:** Lisa Griswold /Chair, Emily DiGuilio, Pat Gallant, Elizabeth Griffin, Ellen Holmes-Henry, Carol Vallett

**Call to order:** 6:04pm

**Approval of minutes for May 21st, 2020 meeting:**  Approved with minor edits.

**Treasurer’s report:** Amount in each account is the same as two months ago; $1837.43 / Savings

$1000.38 / Early Literacy

$5277.55 / CD

Carol has researched the history of income to the library from different sources. She will create a document to share her finding with us.

**Correspondence**: None

**Updates:**

 Curbside book delivery: Curbside pick-up is now happening twice a week and is going really well. Having two days is helpful for patrons. There are a couple of dozen requests for books a week.

 Summer Student Assistant: Laurel started in late June and is working out very well. She is working remotely on projects such as new Instagram account. Laurel works 25 hours between Monday-Thursday and has an excellent work ethic.

 Summer Reading Program: The Summer Reading Program is going well with about 60 children signed up. Emily has purchased several small prizes which will be delivered via curbside pick-up. Due to the current economic situation there will no bicycles for prizes this year. Emily may purchase gift cards for prizes> It was recommended she purchase prizes from Vermont businesses. Emily has signed up for the state’s Beanstock app so readers can track their summer reading digitally. (It will go live next week.) Also the summer reading program has been extended into September.

Emily and Elizabeth have been organizing and offering a variety of additional online programs, such as read alouds for young children, adult book discussions and other creative projects.

 Other Library Highlights: The return book bin is now in use again and Inter-library loan has started up again. Nicole Vance has been hired to be the school’s assistant librarian, replacing Janice Lynch, who retired.

**New Business:**

Library Closing: The library will be closed for the first week in August for it’s yearly deep cleaning.

Strategic Plan Development: At our May meeting we voted to extend our current Strategic Plan until November, 2020. A sub-committee (Emily, Pat and Elizabeth) will review our Community Survey results along with prior discussions to begin a draft of a new strategic plan. The work will be presented at our September meeting. From that point, we will form a larger committee of 2 trustees, 2 community members and 1 representative from the town office to work up the final version.

Library Re-Opening: For the next phase in our Community Library re-opening we need to stay up to date with plans being made by the school principals, the school librarians as well as the town manager and take into account how they will impact the library. It is important to communicate well and work collaboratively with them as we make decisions about re-opening.

**Other:**

Monetary Donations: We need a clear policy for monetary donations. We already a policy in place for books and materials donated to the library. A policy for what to do with monetary contributions could be merged into this existing policy. Carol will check with other libraries’ donation policies before our next meeting.

**Adjourn:** 7 PM

**Next Meeting:** Thursday, September 17th 6:30pm