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**Board of Trustees Meeting**

**November 18,2021**

**6:30 PM**

**Present**: Lisa Griswold,Ashley Bartley, Emily DiGiulio, Liz Griffin, Carol Vallet, Ellen Holmes-Henry

**Call to Order:** 6:30pm

**Approval of Minutes from September 16, 2021 meeting**: Approved with correction to the “next meeting” being November 18th for the Board of Trustees Meeting and October 21st for the Joint Board Meeting.

**Treasurer’s Report:**

Checking –$1,063.83

Savings –$1,538.46

Early Literacy –$2,497.73

CD – $5,288.58 Renewed until May 2, 2022

**Correspondence:** No correspondence

**Updates:**

**Highlights from our Library since last meeting** –

Collected and distributed 95 lbs. of Halloween candy to roughly a dozen families in Fairfax. Preschool story time resumed in the library, weekly with regular attendees.

Emily attended zoom meeting for Fairfax Neighbors for Racial Equity, where they invited Emily and Joy Mercer to learn about forums that they would like to offer the community using library space for these discussions.

Emily has started her annual report for the VT dept of libraries to go out in December as well as the Town’s annual report.

ARPA funds should be coming in any day now. Total of ARPA funds $7,256.00 estimated. Most of this will be used for drop box.

**Library Schedule** –

Doorbell patrons can use during school day. Only open to story time families.

Principal Liz Noonan had felt comfortable moving forward to be more public facing hours but this might have changed due to the uptick in COVID numbers. Discussed reverting back to summer hours with the approval of the school Principal. Masks will be continued to be worn and Patrons should know that kids are in the library. Emily will touch base with principal on the proposed summer hours.

**Early Literacy Project** – 110 ELP Packets were distributed to children in the community through daycares and preschools in early November. Additionally, books were distributed to 12 classrooms K-2nd grade with a book for each child. To be included in town report. Can we do another distribution of books before December holiday, expanding to 4th grade in the elementary school.

**Unattended Children Policy** – Carol attended a policy training which really pushes policy writers to be sure to be inclusive. Spoke with Emily, it doesn’t sound like children are being left unsupervised in the library. However, Children do come into the library because of late buses at the end of the day. What age should this policy impact, 8-10 year old age band. Craftsbury – family responsibility policy will be a good policy to emulate as we work to clean our policy up and make it less wordy. Likes the concept that “Library staff/ volunteer will not enforce presence in the library or whom they can leave with” and “it is the responsibility of parents, caregivers to monitor material. As we have two public computers that do not have filters, these are normally first ones taken by kids.” We will not dictate what activities is permissible. Craft a new policy for next meeting.

**Staffing & Substitutes** – New circulation assistant has officially started training in the library. New staff member and someone who had applied would like to sub.

**Library Insurance** – Lisa has received an email from Randy Morton from the supervisory union, business manager. We are not covered by school and no we can be covered by the school. Emily and Joy have been working on inventory to answer his question in terms of value within the library. Currently working on a procedure to do a test run to complete inventory, which will likely take several months. Lisa will meet with Sarah to ask her some of these questions and will look into what companies that represent the other public libraries with the same situation. Lisa might need to contact one of their trustees.

**New Business:**

**Budget** – Increase by 5.7% Bulk of increase for staffing. Sarah proposed to Select Board a compensation study. Our employees fall under the direction of trustees, it would be in our advantage to complete our own. Move to approve – Ashley Bartley, Second – Liz Griffin.

**Plan Evaluation of Library Director** – Lisa would like to adapt new process for the evaluation of the library director. We will keep current timeframe from Mid-December to January and will plan on changing this to begin process in March to be completed in May, next year. The change would allow the evaluation to be aligned with job description and reflection from Emily about her year and her goals. Lisa will work to get the evaluation together.

**Trustee Position opening 2022 –** Lisa’s position is open and will be running again. Lisa suggests that we should disclose open position to community.

**Other –** Lisa wanted to make note that Joy Mercer revamped the Selection and Reconsideration policy, which would affect the Board of Trustees if someone were to object to material in the library. Board will be responsible for review of material.

Town Manager has recommended a movement to include youth on the advisory boards – should we create a separate advisory board?

**Next meeting**:

January 20th, 2022 at 6:30pm

**Adjourned:** 8:00pm