**Fairfax Community Library Board of Trustees**

**Meeting Minutes / Unapproved**

**September 17th, 2020 6:30 pm**

Attendance via remote access

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

 Guest: Brad Docheff / Fairfax Town Manager

**Call to order**  6:31pm

**Approval of minutes from July 16th, 2020 meeting**

Approved

**Treasurer’s report**

$520.15 / Checking

$1837.58 / Savings

$1000.47 / Early Literacy

$5279.79 / CD (up for renewal in early November)

**Correspondence** None

**Updates**

 **Highlights since July meeting:**

 Curbside book delivery: With school having re-opened last week, curbside pick-up has been moved to Tuesday’s and Thursday’s from 3-7, and is very busy. Requests since early June: Online: 190, Via Email: over 100 and some on Facebook Messenger and in-person.

 Summer Student Assistant: Our student assistant, Laurel Sampson, worked out well and is hoping to continue by volunteering to work on the Instagram account she set-up for the library.

 Summer Reading Program: The Summer Reading Program was well attended with the children reading over 1300 hours and 35 people attended the “socially distanced” end of summer program with Rockin’ Ron.

Odds and Ends:

-Emily and Elizabeth are in the library more now and the Interlibrary Loan Service has resumed. Emily is looking into a grant to help pay for it.

-The Newsletter will be going out soon.

-The library has purchased a tent to replace the one borrowed from the school to use for curbside service.

 -Emily met with Brian LaClair, the head of the town’s recreation department, regarding collaboration on some programs such as the story walk on the rec path.

-The library will once again collect Halloween candy to distribute to those houses in the center of town that get the bulk of trick-or-treaters on Halloween.

-There is interest in a “Little Free Library” to be set up in the community park across from the flashing light in the center of town.

-The Vermont Department of Libraries is putting on a State Trustee and Friends conference: *Remaining Vital: Your Library as Community Connector in Uncertain Times* during the week of September 20th. Some Trustees have registered for virtual workshops.

-Calls have been coming in with people asking when they might be able to be able to use the computers and to browse the library.

-The library staff printed some documents for patrons.

 -Emily will meet with John Teague to see what would make sense for when the library can be open more fully.

 **Strategic Plan**

 The updated draft of a new strategic plan was distributed via e-mail to all board members prior to this meeting. The next step will be to form a committee of two trustees (Pat and Liz will continue), town manager Brad Docheff, library director Emily DiGuilio and a community member to provide input and complete a second draft. It was decided to request Joy Mercer’s (head school librarian) feedback also and adjust it accordingly, prior to soliciting other feedback. Pat will contact a patron, Ann Marie Parent, and invite her to be part of this next step.

 **Donation Policy**

 Carol researched four other libraries donation policies and the State’s Library Association policy and drafted one for our library. Having it in writing will give clarity about where the money goes when donations are made, and also what kinds of materials are acceptable as donations. She will make some adjustments, based on our discussion, and bring it to our next meeting.

**New Business**

 **Early Literacy Project Proposal**

 In keeping with a patron’s monetary donation to promote early literacy Lisa researched other libraries’ programs drafted a proposal with Emily for how we might use this gift and also connect with Fairfax day care providers (a goal also in our strategic plan). Lisa will reach out to the patron and share the proposal to find out what her thoughts are regarding this idea.

 **Agenda for October 22nd Joint Board Meeting**

 Check with John Tague and school representative about if there are any new school policies that impact the library.

 Emily and Joy will heir reports and Lisa will present general updates on the updated strategic plans and early literacy program.

 Discussion the possibility of expanding library hours.

 **Other**

 We need to update the language in the by-laws. Pat and Liz will also draft these changes when they work on the Strategic Plan and bring a draft to the October meeting.

**Adjourn** 7:30

**Upcoming meetings**

 Budget Meeting: Thursday, October 15th 6:30pm

 Joint Board Meeting: Thursday, October 22nd 6:30pm