Unapproved Minutes

**Fairfax Community Library Board of Trustees Meeting**

Thursday, September 15th, 2022

**Meeting called to order** 6:30pm

Present: Lisa Griswald/Board Chair, Elizabeth Griffin, Ellen Holmes-Henry, Carol Vallett

Sue Wade/Public Library Director, Sarah Hadd/Fairfax Town Manager

Approval of Minutes from July 21st, 2022 meeting - approved as is.

**Treasurer’s report**:

Checking: $ 803.74

Savings:   $16,560.76

Early Literature: $1,116.76

\* Carol noted that with interest rates the way they are it’s not worth putting the CD $ back into a CD.

**Correspondance**:

\*Lisa sent a note of appreciation to Ella Stafford, our student summer intern along with a $25 GC.

\*Also two letters have been sent out re: staffing issues with job offers

**Librarian Update**:

Library Staffing: Sue Wade is on board. There’s been some bumpy times regarding staffing and we continue looking for new subs. Lisa has written up a job description and needs input.

Library Highlights Since Last Meeting:

\* Story time has been well attended and the “take and make crafts” have been well received.

\* The Summer Reading Program was a success with aprox. 140 participants and over 1000 tickets turned in.

\* Elizabeth’s programs seem to be going well too. Also she will be presenting at The  Vermont Fairy Tale Festival in Killington this coming Saturday.

\* The ARPA funds are almost all spent as they need to be by September 30th. Green Mountain Geek will be installing new hard drives on the public search engine and Elizabeth’s computer within the next week. If there is any money left over books will be purchased that support Equity, Diversity and Inclusion.

\*Statistics of usage were kept for the week of July 18th. There were 154 adult visits, 31 young adults, 72 children (in addition to the 76 in day camp) and 58 reference questions.

\* The September book order included about 65 titles.

\* The book for the next book club is “Oh William” by Elizabeth Strout.

\* The state has adopted a new online service, “Palace” which will incorporate the old Overdrive and Libby apps. Sue hopes to have the department of libraries help us “onboard” with that in the next few days and then will stat pitching it to patrons.

\* Staffing continues to be challenging, some subs have found new jobs, don’t want to work as many hours or have conflicts. One way we could alleviate some of this is to close at 4:15 on Fridays. Patti S. is willing to work 11-3 on Fridays starting September 30th, which will leave Elizabeth alone for an hour and 15 minutes even if we close early.

Early Literacy Project: Sue and Lisa are in the process of choosing the book.

Elementary Classes Book Distribution: Lisa has contacted teachers and pre-schools for student #’s. K-4 will get a new book to take home. Each class gets an assortment of books in different reading levels.

Review 2nd Draft of Digital Use Policy:

**New Business**:

Budget Planning: Meeting scheduled for November 17th, 2022

Review Updated Town Personnel Requirements: We are our own entity, we can have our own policies.

Budget Meeting Scheduled for October 13th, 2022: Need to consider inflationary increase and/or merit increase 1-3%?

Agenda for October 20th Joint Board Meeting: Emily’s concern’s, how should we handle inclement weather? And personal reviews?

Meeting adjourned: 7:58