

Fairfax Community Library
Trustee Meeting
January 20, 2022

Present were Emily Digiulio, librarian, and trustees Carol Vallett, Ellen Holmes-Henry, Liz Griffin and Lisa Griswold, chair.

The meeting was called to order by the chair at 6:30.

Correspondence

Numerous thank you notes to the librarians were received over the winter holiday.

Lisa has written thank you notes to those who gave donations at this time.

A book belonging to our collection was found in a senior center in Yarmouth, Mass, and was returned to our library.

Minutes

The minutes of the November 18, /2021 meeting were read and approved by the trustees.

Motion to accept was made by Liz, seconded by Carol, and approved by the trustees.

Treasurer's Report

The balance in the checking account is \$813.80; the savings account, \$1663.52; and the early literacy account, \$1719.12. There is \$5288.58 in the CD.

Donations of \$25 and \$100 were made in December and added to the savings. An additional \$100 general donation was received in January and not included in these totals. A donation of \$1000 for the literacy program was made by Noelle in January and is not included in this data

The library has received a \$530 grant from the Department of Libraries to support the courier program which ships ILL books.

Updates from our Librarian

The library has been a busy place. The book club meets; Nicole held a workshop on needle felting; there is an ongoing puzzle swap. Elizabeth held a program—both in person and virtual—about creating dioramas. Materials available for the virtual crafters to access.

There was also the traditional stuffed animal sleepover, and a STEM event, crystal growing.

A zoom workshop on financial literacy was conducted by Cody Fiala, and there is the possibility of holding more such workshops.

A first-time event will be a collaboration among the St Albans, Fairfax, and Fairfield libraries presenting an event entitled Spark Joy, a make tidying easy program. It will be on zoom or in person at the St. Albans Library on January 29.

Pre-school story hour is held every other week, and Penny Aceito assists Emily in conducting the program.

There is already information about the summer reading program which is entitled "Oceans of Possibilities." Joanna Tibbetts will volunteer for the program.

Birds of Vermont which held a workshop last summer has offered to hold a program again this summer.

The latest book in the early literacy program is "How do Dinosaurs Stay Friends." Lisa and Emily are gathering materials and the packet of book and materials will go to recipients in early February

ARPA funds have been used to purchase a computer for staff use . The money was also used to purchase an "owl" which serves as a microphone and camera for use during zoom meetings to allow all participants to see and hear individuals who are speaking. A tablet to be used to record read aloud stories and other things was also purchased with ARPA funds.

We now will have insurance to cover all of the collection purchased with town money. The policy will begin in 2022 and for fiscal year 2023 the cost is \$1300. We will be able to pay the first quarter \$ 650 from our current program budget.

New Business

The compensation report, compiled by Carol Vallett was read and discussed. The group concluded that our staff is well compensated. Another conclusion is that we might want to re-consider how and when we begin our annual budget process.

Lisa suggested that we read, discuss and update the Patron Code of Conduct and the Computer Use Policy both of which were last updated in 2015, There was a discussion about the location of computers for school (4) and computers for the public(2), and the need for separation and privacy for the public computers. The group decided to begin their review with the Patron Code of Conduct. Discussion of computer use is more complex and involves more issues than just computer use and is perhaps better left for a later date.

It was decided that the library indeed needs to have some petty cash available as patrons pay to have documents printed and there is a need to have change available. Practical guidelines for petty cash handling will be developed and put into use.

The meeting adjourned at 7:40. The next meeting will be March 17, 2022.

Respectfully submitted
Elizabeth Griffin