



**Fairfax Board of Trustees Meeting
May 16, 2023
6:30 PM**

IN ATTENDANCE: Pat Bakir, Ashley Bartley, Emily DiGiulio, Lisa Griswold, Ellen Holmes-Henry, Sue Wade

ABSENT: Nick Hadden

CALL TO ORDER: 6:38PM

APPROVAL OF MEETING MINUTES, March 16, 2023: Moved to accept by Ashley, seconded by Pat. Approved by all.

TREASURER'S REPORT

Current balances:

Checking-	\$521.68
Savings-	\$7,801.67
Early Childhood Literacy	\$364.04

CORRESPONDENCE

Friendly Neighbors Group: This group is shutting down, so gave their remaining balance of \$100 to the library. Emily will make a post about this donation on Front Porch Forum, including how the funds will be used.

Lisa wrote a thank you to Noelle Federico for her last donation for the Early Childhood Literacy program, including a thank you poster produced by two classrooms. Lisa will meet with Noelle to discuss programming.

Sue wrote to two individuals who donated books to the library.

Sue helped one library patron to take books home for her ill husband, and in turn the library received a gift certificate, which Sue used for treats to thank the staff for all of their hard work.

UPDATES

CD Interest Rates: The Trustees discussed proposals to transfer \$5,000 from savings account into a CD at New England Federal Credit Union which is currently offering 4.16% interest for 9 months. Ashley moved to accept the proposal, Ellen seconded, and it was approved.

Highlights from the library since last meeting

Sue:

- We've seen an increase in activities and engagement across the board. Elizabeth's programs are very successful, including upcoming activities such as: children's summer programs Circus Minimus visit, adult programming such as a presentation by Rick Klein, pollinator, and Elizabeth's father doing a Make and Take baking project.
- The library closed early on May 17th so school and library staff could clean out the back room, including a large CD collection. They are checking with the YMCA and other organizations to see if they want the CDs. There are also many books given to the library that we have not been able to use. Staff are seeking options to share the books through gifting to non-profits. They are also obtaining assessments of some books which may have value as rare books.
- The "baby day" for babies and parents was very successful. Several came back already for story hour.

Emily:

- Emily is updating the contact list for the library and will share so that everyone can update their information and have access to the document.
- The library is now subscribed to Mango Languages, an online foreign language teaching program. A new page on the website explains how it works. It is free for patrons. Families can sign up on a family account, then a parent can see how much time their child is spending on it. This assists with home schooling. Emily will do a Front Porch Forum post to announce this. It's possible that in the future we can get people together in person, possibly with a native speaker of the language they are studying; but first we will see how many use the service.
- The library will close on Memorial Day and Juneteenth, following the town schedule.

Patron Code of Conduct Policy

Two things came up at Joint Board Meeting re the Patron Code of Conduct Policy: what was meant by "appropriate attire" and "weapons". The trustees decided to:

- Delete the appropriate attire paragraph from the policy
- Change the "type of weapon" section to read: "Patrons cannot bring any type of weapon into the library (except law enforcement officers)."

Ashley moved to accept these changes; Pat seconded. It was approved by all.

Elementary Classes book distribution

The children will get their books by the end of the first week of June.

Summer programs and schedules

This year we will have double the number of summer camp children, which is a concern for library staff. Based on meetings with the town and recreation department, the camp will make sure counselors supervise children even during participation in library activities.

Library 50th Anniversary Committee Report

The Board discussed special activities to celebrate the 50th Anniversary of the Library. These will include: a 2-hour Open House in late September/early October; producing a new library logo and updating materials; adding a 50th Anniversary page on the website; ongoing announcements, information sharing about the library's history; and other activities to be determined by library staff. The library staff will plan and manage all activities, requesting assistance from Trustees if and when needed.

NEW BUSINESS

Town Update Fraud Prevention & Identity Theft Policy: Lisa noted that unless adopted by the Board, community library employees do not need to sign these policies. The Board reviewed the two policies, and agreed that we do not need to adopt them for library staff.

Summer Intern applications – So far there has been only one application for student summer employment, but we have not reached the deadline yet. In the past, Elizabeth, Emily and Lisa interviewed candidates. The Board agreed that going forward, Sue, Emily and Elizabeth do the interviews. Ashley's background is HR, so she's a resource if they have any questions.

Other – In relation to a discussion at the Joint Board meeting about several bookshelves which need urgent repair, the Board agreed that these are part of the school physical plant and an issue of student safety, as well as other patrons. Therefore, Sue will contact school maintenance, copying Liz Noonan, requested urgent maintenance to strengthen the bookshelves until new purchases can be made. (As discussed in previous Community Library meeting, it's likely that we will be able to raise funds for purchasing new bookshelves in a year or two, in coordination with the other school renovations.

NEXT MEETING DATE: July 23, 6:30 p.m.

ADJOURN: 8:29 p.m. Ashley called for adjournment, Ellen seconded. 8:29 p.m.