**Fairfax Community Library Board of Trustees**

**Meeting Minutes / Unapproved**

**September 16, 2021 6:30pm**

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

**Call to Order** 6:35 PM

**Approval of minutes from March 18th, May 20th and July 15th 2021 Board Meeting**

March 18th meeting minutes approved with corrections. Lisa met with sponsor of Early Literacy Program, not Liz. Name corrections change Emily to Ashley Bartley and Carol Villet to Vallett in list of those present.

Please note July 15th meeting quorum was not met and no official votes were taken. Opportunity to review the minutes and ask questions presented.

**Treasurer’s Report**

Checking- $1,043.80

Savings -$1,538.40

Early Literacy - $2,664.89

CD- $5285.91

**Correspondence**

Donations: $1,700 in July and $1,000 in August. Notes were sent out for each donation.

**Updates:**

**Library Highlights since last meeting**

Story-time in the library cannot happen, next couple of Wednesdays on the lawn. Will try to have these at the Community Center, backup plan is to return to remote story-time. Early dismissals a few Wednesday’s a month at 12:45pm. Start program at 1pm and have people sign up.

October 7th Author visit.

American Rescue grant will be disbursed in October, these funds will be used to replace our outdoor book drop. Looking to use the balance to replace the laptop that Elizabeth uses, webcam and speaker and microphone for outdoor activities. Emily just applied for another grant through the American Library Associations, that will provide funds to libraries to help facilitate community forums, and host trainings for facilitation.

**Library Schedule**

There has been no change to the library schedule. Will wait on direction from the school for new schedule, this will not be changing for the foreseeable future.

**Early Literacy Program**

Bear Says Thanks new book chosen for the third installment of the ELP, to start in early October. Lisa has already reached out to caregivers and teachers to solidify numbers of interested participants. Each packet will receive a skills book such as numbers and letters.

**New Business**

**Staffing/substitutes**

Ad distributed for PT assistant; one applicant interested. Liz and Emily will interview.  Position will be for roughly 8 hours a week, on Tuesday evenings, Thursday evenings and Saturdays.

**Review & Update Unattended Children Policy**

Looked at both South Burlington and Bent Northrop Library policies as examples. Carol and Ashley agreed to look at this policy and bring suggestions to the next meeting.

**Agenda for October Joint Board Meeting**

Thursday, October 21st at 6:30pm in the conference room.

**Other**

Conversation regarding the insurance of the town library. As it stands today, the library is not covered under towns insurance. Will look further into this issue.

Discussed need for Emily to purchase a laptop which has been budgeted for.

**Next meeting**

Thursday, October 21st at 6:30

**Adjourn** 7:58pm

Respectfully submitted,

Ashley Bartley

Secretary

Fairfax Community Library Trustees