



Minutes of the Library Board of Trustees June 15, 2021

Present: Marty Wolf (applying to be alternate), Melissa Harvey, Kim Bock, Bill Gould, Sarah Chapman, Kate Fitzpatrick, Jennifer Allocca, Dick Backus (Not Voting), Selectman David Litwinovich, observing.

Welcome:

- A general welcome to newest trustee, Melissa Harvey, and to Marty Wolf who is applying to be an alternate.
- Since each trustee has a special area to concentrate on, Bill assigned Melissa “projects” for now.

Review and approve prior minutes:

- The May minutes were approved by the Board by unanimous vote.

Treasurer Reports:

- Pursuant to passage of the town budget, payroll increases will be retroactive to April 1st.
- The library continues to trend at or below budget on most items.
- The new line item for Building, a one-time annual fee to One Source Security, was \$575.
- Budget report approved by unanimous vote.

Library Director's Report:

- The Summer Reading Program (SRP) begins tomorrow, June 16th.
- Usage of the library has been steady while still being limited to 10 patrons at a time.
- Katy Ballou was hired to assist Barbara Ballou with the summer programming. Sarah and Kate interviewed all who applied.
- The replacement of all the lighting fixture lamps with LEDs has now been completed. A dimmer switch has been added for the hallway. Roger Dignard contributed some extras to the project and needs to be properly thanked.
- The tent for outside events has arrived. Arrangements still need to be made to erect it. The question of access to the upper field (i.e. tent) was discussed. It was decided that no new access need be made because anyone who needs assistance can still be driven up past the solar panels.
- On July 1st the tent will be used for a concert paid for by the Nola Page Fund.
- The passage of the town budget will allow the resumption of regular hours. Since night time usage of the library is low, Sarah suggested adjusting the open hours so that the library closes at 8 pm instead of 8:30 pm. This will not affect staff hours as the evening staff will come in a half-hour earlier to coordinate better with the departing day staff. The Board, by unanimous vote, approved the change.
- Sarah asked the Board to allow her to sign for the application for the American Rescue Plan Act (ARPA). The amount will be roughly \$1,600 and will be used to renew HOOPLA.
- In addition ARPA will provide approximately \$600,000 to the town over a two-year period. A portion of the funds could be used to support the non-profits in town which were not able to

fund-raise during the pandemic. The Friends of the Library, for example, paid for the passes to museums, etc. as usual but need to replenish its funds.

- Kenny Ballou and Kathy Daniels would normally go up one step in pay. Because of the way the two of them stepped up during the pandemic, Bill recommended increasing their pay by two steps instead of one, retroactive to April 1st. The Board approved unanimously.
- The library will have a booth at the Farmers' Market on June 26th. Dick B will plan to represent the Board starting at 10 am. Bill will cover the 11 to noon slot, and Kate will attend from noon until 1 p.m. when the market closes. Jennifer will try to attend, depending on other demands on her time.
- Sarah reported that grants may make it possible to provide emergency generators to the town hall, the transfer station, the school, and the library
- Library Director's report approved by unanimous vote

Departures and Arrivals Planning:

- The library needs to implement a plan for the smooth transition when staff leave and new staff are hired. This is especially important in the event of Sarah's retirement as her shoes will be very difficult to fill.
- There are sources that give guidance for implementing a procedure and Kate will look into them.
- There is a general lack of good candidates for library directorships, and some libraries around the state are having trouble filling the position.
- Barbara Balou, a possible candidate, prefers to stay in her current position.

Strategic Planning

- Bill will send out an email with the last strategic plan attached. Board members will make up a list of items they think should be placed on a new plan.
- The Board will have a special session to discuss and prioritize the strategic planning. Board members are asked to indicate their availability during the next month or so.
- Community input is always desired but not easy to get. Dick B. will look for the survey done several years ago on voting day to see if it is useful.

Solar Panel Display:

- Jennifer presented the display board and informed the Board about what she and Dick B had agreed to for mounting it along with the iPad.
- It was decided that the original location chosen will still be used.
- Jennifer and Dick B. will handle mounting the display.
- A doorstop of some sort will be needed to protect the display.

Patio Proposal:

- There was general enthusiasm about proceeding with the project, subject to prioritization under the new strategic plan.
- It is expected to cost in the range of \$10,000 to \$15,000.
- There will be a ramp from the main building to the patio so that it will be ADA acceptable.
- Melissa noted that it will be a good facility for kids to use without worrying about being noisy.
- It will be extremely low maintenance.
- Regarding insects, there is a possibility of added removable screening.
- Roger Dignard is donating his services. Thank you, Roger!

Human Resources:

- Kate continues her work on securing a “perpetuity plaque” to honor trustees. The design will have four columns of 12 tags for honoring ultimately a total of 48 trustees.
- The plaque will have a dark frame and a green background. The library logo will be at the top along with a title “In honor of past board of trustees members” and a suitable quotation.
- Jennifer wondered if the logo could be in color. Kate will ask.
- Kate continues her work on updating the handbook for the library. It is time-consuming because there is no digital version to work from.
- Annual performance reviews need to be regularly scheduled with perhaps a six-month review as well.
- The Little Free Library is getting a lot of use. The LFLs are multiplying like mushrooms. There is now one on Mill Street and at the school, and an additional one is planned for Lang Station.

Friends' Report

- In Betsy's absence there was no formal report but the need to get new blood into the Friends was discussed. A sign-up sheet will be provided at the Farmers' Market stall, and Marty volunteered to get a notice placed in *The Beacon*.
- The possibility of replacing the yearly auction with an online auction was considered. No final decision was made.

Facilities Report:

- Dick B has a quote of \$2,750.05 for replacing the stockade fencing around the HVAC units with PVC fencing.
- Dick will seek additional quotes.

Election of Officers:

- Bill Gould was unanimously reelected as Chairman
- Dick Jardine was unanimously reelected as Secretary
- Jennifer was unanimously reelected as Treasurer.

The Board adjourned at 8:30 pm.

There is no July meeting. The next meeting will be August 17th at 7 pm with a potential Strategic Plan meeting in the interim.

Respectfully submitted

Dick Backus, substituting for Dick Jardine