Trustee Minutes 10/18/23

Attending: Emily Gibbs, Janet Watts, Iris Banks, Allan Ramsay, Bonnie Doble (remote)
Absent: Marie Froeschl, Pam Blake

Call to order: 7:00

Agenda changes:
Staffing
Invitation to go to the Selectboard. They are polling every group. We are the only ones who are trustees.

Staffing - struggling this week, closing early Thursday at 5, 1 staff on vacation, 2 staff are sick. Caitlin doesn´t schedule 2 subs at once, also minimum of 2 staff in the library. Had to close at noon Oct. 7. Desperately need more staff/hours. Have a great pool of subs. It's a lot of work scheduling people. If we have to close early because of short staffing, maybe the SB and residents will support hiring additional staff.

Minutes
Allan moved to approve the minutes
Bonnie seconded

No announcements

Library Director's Report

Staff have been taking a variety of classes

Last delivery of Covid tests

Business:

Management still reviewing budget

Craft fair - All tables sold. Five people still need to pay, Janet is following up. Three people dropped out but Janet found replacements. Nov 4, starts at 9 but will open at 7:30. 4 tables at the library and 5 tables at Memorial Hall. Can use help on Friday. Janet will bring a Keurig and pods for the crafters. Cookies will be sold at Memorial Hall, bake sale at the library.

Policy Review Schedule:

Caitlin suggested that we needed to review a number of policies.

We haven´t approved bylaws for several years

Janet suggested that Caitlin email the annual report to the board for approval, also suggested that we talk about the material selection policy in January.

Lorna and Caitlin had worked on a number of policies over the last several years. Caitlin is wondering how we want to move forward on this since Lorna is no longer on the board. Bonnie volunteered to work on material selection with Caitlin. Emily offered to help with tech and program policy.

Caitlin suggested that we work on the bylaws before the next meeting. She will send them out in the next packet.

New position - leave this to the 501C-3. We need to change to 3 board members and 3 at large members. Bonnie resigned so right now there are 3 and 3. Allan discussed the importance of having a development officer. The challenge is finding a person to do it. It would need to be funded through the 501C-3. Bonnie said that we need to have a goal/plan for the funds that we have and are raising. Caitlin suggested that the money could be used to increase library accessibility. Janet suggested that if the town gets a new town hall that could be a focus of the fundraising. Allan said that if we stay here the focus would be on outreach. Emily said that a focus could be adding a second level, parking, etc. Emily wondered whether we might be able to apply for grants as well.

Janet said that we need to start updating the strategic plan. Last year we had a group - three people plus Caitlin. We should be starting the survey before town meeting. We did it both online (FPF had the link) and in person. Allan, Emily and Janet volunteered to help with the survey. Emily suggested that the plan have goals/benchmarks. The group will meet in December.

Safety Updates:

Caitlin has talked with Allan about Narcan. Allan brought a poster and a box of Narcan to show the group. There were questions about whether the library could be a distribution center with management. The town is against the library being a distribution center but can administer it. We could get harm reduction bags from the Department of Health. Caitlin and Victoria would be trained by the police department. No one will be obligated to administer it. Allan explained that Narcan is always associated with 911 to give police and EMTs an opportunity to get here. For now we will put the distribution of bags on the back burners.

More people are asking for masks and tests. Caitlin decided that it would be better to have the masks available in the entryway. Allan suggested updating our posters to be a little more encouraging about wearing masks. Staff need to model best practices.

Allan moved to adjourn at 8:30

Iris seconded.