

Meeting of The Essex Free Library Board of Trustees

November 15, 2023

Present:

Emily Gibbs, Janet Watts, Marie Froeschl, Pam Blake, Iris Banks, Allan Ramsay,
Caitlin Corless

Regrets:

Bonnie Doble

1. **Call to order:** 7:00 pm
2. **Agenda changes** - none
3. **Review and Approve Minutes** - Emily moved to approve and Pam seconded. All approved.
4. **Announcements** - none
5. **Library Director's Report** -
 - The staff has been engaged in webinar classes. Many are seeking out classes on their own.
 - There has been preparation for the art show with Mapleridge. It is going well and everyone is looking forward to it.
 - The Library on Wheels started Monday. Flyers were distributed on 11/6/23 explaining the program. Emily is a driver for Age Well and reported that people were friendly, but on her particular route, there was minimal interest. The idea is to build the program slowly so the library can gauge the amount of extra work it will involve.
 - Fiction and non-fiction reading groups are well attended.
 - Lorraine is retiring by the end of 2024. She is considering working part time or subbing. Caitlin will check to see how long Lorraine has worked at the library.

- Caitlin has been working on the annual report. It is a big project which is due in January.
- Circulation numbers are higher than in years. FANTASTIC!
- Hoopla limit has been raised to 4 per month. We do pay for the service by items checked out and it is expensive.

6. **Business -**

1. The budget meeting went well. The select board was very supportive.
2. The bylaws were reviewed and amended.
3. The Program Policy was reviewed and amended.
4. Craft Fair Report by Janet:
 - \$1517 from crafters, \$288 from bake sale = \$1805
 - Complaints on lighting in Memorial Hall. Will make sure to check on that ahead of time for next year.
 - Memorial Hall needs more advertising. There was not as much traffic there. Considering punch card for attending all areas of the craft fair to be entered in a raffle. Considering more sandwich boards advertising the crafters and extra parking at Memorial Hall.
 - Unfortunately there was a fire on Sandhill Road which affected opening up the library to crafters and the attendance numbers.
 - The Friends of The Library run the craft fair. They set a budget in December on how to spend the profit generated. Caitlin submits ideas to The Friends for various programs for them to fund.

7. **Safety Updates -**

1. Narcan - The town does not want the library to be a distribution center for Narcan. The town will be holding training sessions for the proper administration of Narcan and Victoria and Caitlin have volunteered to be trained.
2. Covid - Over 10,000 Covid tests have been distributed. All current test kits have an expiration date of 12/23. Any extra kits we receive will

have the same date. They are the surplus from the health department. Individuals can order kits directly from the Department of Health. Emily suggested putting the QR code for ordering near the distribution basket so people have easy access to the ordering information. Noreen has made new signs and they have been placed near the masks and Covid kits. Staff currently are wearing masks if they have a cold.

3. Other - The library does have a defibrillator. It is located in the lobby. Staff were trained when it was first installed. Caitlin is looking into a refresher training session.

8. Adjourned: 8:13 pm