

Essex Free Library Board Meeting Minutes
5/15/24

Present:

Emily Gibbs, Boonie Doble, Janet Watts, Marie Froeschl, Caitlin Corless in person

Absent: Iris Banks, Allan Ramsey, Pam Blake,

1. Call to order: 7:08pm
2. Agenda change:
 - a. Adding item: Library law and open mtg law is on governor's desk, starting July 1st we have to record meetings.
3. Review and approve minutes: Motioned by Bonnie, seconded by Emily. All approved.
4. Announcements:
 - a. Caitlin will be taking maternity leave sometime in September
5. Reports:
 - a. Library Director Report:
 - i. Staffing is hurting a little, but should be fully staffed soon. Kaitlin is now working full time, Lorraine has retired, will come back in some capacity soon. Karen Brown submitted her resignation. Interviewing to find a long-term sub position (27.5 hrs). Noreen will be out. 2025 will give us more 218 staff hours vs 198 that we have now.
 - ii. Continue to hand out gun locks, covid tests, gave out 2000 eclipse glasses. Have distributed 11 harm reduction packs so far.
 - iii. Phone system has been fixed, so much clearer now. Phone calls have been dropped. We are keeping track of the number of dropped calls in case it's related to the update.
 - iv. New carpeting will be installed! Lounge chairs will not match so we'll have to look into new chairs or slipcovers. Eagle Scout installed new bookshelves and the smartTV.
 - v. Circulation is going great, visitors, everything is up.
 - vi. Hoopla, we may have reached the end of our ability to pay for it. The more people who use it the more it costs. Considering dropping Hoopla and putting that money toward Overdrive which shortens the wait time for folks waiting for a book on Libby. Fletcher Free is discontinuing Hoopla. Lots of discussion about various platforms. We may research a new platform that has everything available.
6. Business
 - a. Review Bylaws
 - i. Bylaws were reviewed, including changes made by the by-laws committee which met just before the full board meeting today.
 - ii. Motion by Janet to approve the bylaws, Marie Seconded. All approved.

- b. Discussion and Evaluation of Harm Reduction Pack program
 - i. It's been 90 days, feedback has been positive. We have distributed 11 so far. Caitlin checked in with police chief, shared one incident, dropped call near the library, non narcan or anything related.
 - ii. A number of people mentioned narcan in the surveys, some said thank you for having it and 7 asked that we start offering it. Should we put out a more visible sign or make it more public? Maybe signage on the bags themselves?
- c. Strategic Plan Working Group and Community Survey Updates
 - i. Janet, Emily, Allan and Caitlin met last week. We had 130 survey responses when we met, Emily put a link and post on FPF a week ago, Janet re-posted it today. Marie will repost again next week. Currently up to 157.
- d. Discussion of Library Bill
 - i. Some discussion of the age change, some members feel that 12 is young. It's a change of the age that parents can check/know what their kids is signing out.
 - ii. Discussion of minimum guidelines for VT libraries, department of libraries is working to update them. Talk of training for trustees.
 - iii. Book selection policy, ours matches.
- e. Book Sale and Summary of Friends Open House
 - i. Two new people came to the friends of the library open house.
 - ii. Book and plant sale:
 - 1. Need people to sign up to volunteer to help
 - 2. 150 boxes of books at the tree farm, hoping for 200 boxes
 - 3. Thriftbooks is booked to pick up leftovers on the Monday after
 - 4. There is a bake sale
 - 5. Janet will get ipads ready with square
- 7. Executive Session
 - a. An executive session may be requested to discuss the evaluation of a public officer or employee.
 - b. The board entered executive session to discuss Caitlin's evaluation.
- 8. Adjourn at 8:25pm