

Meeting of The Essex Free Library Board of Trustees

May 21, 2025

Present:

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

Remote:

Bonnie Doble

1. **Call to order:** 6:58 pm
2. **Agenda changes** - added garden information by Emily
3. **Review and Approve Minutes** - Marie moved to approve and Iris seconded. All approved.
4. **Announcements** - This is Bonnie's last meeting. Thank you for 20+ years of caring for the library! Your knowledge and insight will be greatly missed. Emily is due with her second child in August! Congratulations!
5. **Public to be heard** - none
6. **Library Director's Report** -
 - The staff attended the VLA meeting. Victoria and Emily both presented. They were the best speakers of the day.
 - Caitlin reviewed individual staff accomplishments and daily work.
 - Long term sub position job description for July-October is almost ready to be posted.
 - Circulation numbers areFANTASTIC!
 - Hoopla will be discontinued May 30. It has been advertised and some patrons have expressed disappointment. But when the budget is explained to them, they are understanding. The Library expects there to be more feedback once May 30 hits.
 - Very excited about the addition of Comics Plus - Graphic Novels. The Library can not keep up with the demand nor has the physical space to do so. This will be a wonderful add-on.
 - Will be promoting other apps that are available to our patrons: Mango, Canopy, Canopy Kids and The Palace Project
7. **Business** -
 1. **Review of Handbook for Board, Committee & Commission Members and their Staff Representatives** - ***Concerning the general information pages: Caitlin will inform the Town that the wording needs to clearly state that the Library Board of Trustees controls the library OR since we follow the State Statue, that needs to be clearly stated.
***Concerning the Essex Free Library page: This is a work in progress. Suggestions around meeting times and the link were made.
 2. **Convene committee for director's evaluation** - Iris, Marie & Janet will form the working group. Due early June. They will submit the draft evaluation to the rest of the Trustees for added input.
 3. **Review of town work plan for the library** - All projects ongoing in a satisfactory manner.
 4. **Added to Agenda** - Emily's husband has completed the UVM Master Gardener's Program. He would be happy to work on the Library's gardens. The 2025 contract has already been signed to coordinate with the Town but there are still possibilities for him to supplement that work and also offer educational programs through the library. Emily and Caitlin will discuss.
8. **Friends Update** -

Book and Plant sale June 7. Friends need to be more involved in the sale. Right now too much of the work has been done by the staff. Caitlin is writing a handbook to outline all the duties. Email has gone out with a google sign up to help with the sale and a sheet will be posted at the main desk in the library. Two new Friends have joined the group. Cindy & Mallori. Cindy will chat with other libraries that have book sales to see how they do it. Others take in almost 2x as much as we do. Kaki wants to step down but there is no interest in someone replacing her.

9. **Adjourned:** 8:03 pm - right before we adjourned Allan shared an excerpt from a book he is reading. A lovely tribute to how libraries matter to so many, for many different reasons.