

**Essex Free Library
Board of Trustees Meeting
Wednesday, September 15th, 2021 at 7:00pm
At the library and via zoom**

This meeting will take place both in-person at the library and remotely. To attend remotely, join Zoom Meeting at
<https://us02web.zoom.us/j/89893188541?pwd=L0RYcXkzOVdXc2FwNVJZbUhyZ1l4dz09>

Meeting ID: 898 9318 8541

Passcode: 988905

One tap mobile

+19294362866,,89893188541#,,,,*988905# US (New York)

Dial by your location

+1 929 436 2866 US (New York)

1. Call to Order
2. Agenda Changes
3. Review and approve minutes
4. Announcements
5. Reports
 - a. Library Director's Report
6. New Business
 - a. Elect officers
 - b. Consider new budget items
 - c. Library Cards and Swag
 - d. Library Sign
7. Old Business
 - a. Phased Reopening Plan Discussion
 - b. ARPA grant update
 - c. Website Update
8. Adjourn

Essex Free Library
Board of Trustees Meeting
Wednesday July 21, 2021
7:00 pm at the library

ATTENDANCE: Caitlin Corless, Janet Watts, Iris Banks, Marie Froeschl and Lorna Swerhone

Regrets: Joan Janzen, Mike Yandow, Bonnie Doble

Meeting was called to order at 7:03 pm

The minutes of our last meeting were reviewed and it was noted that Marie Froeschl had attended that meeting. The minutes were then approved.

Library Directors Report

Caitlin reviewed the report with the board. Updates include:

- Current library service hours are Monday - Friday from 10-6 and Saturdays from 9-12.
- It is anticipated that the library will be fully staffed and open by September.

New Business

Marie suggested installing a fence or cabinet for the trash area.

Lorna suggested using carpet squares for replacement of the upstairs carpet.

The board agreed that it is important to strongly encourage all patrons to wear masks. There will be signage at the entrance to the library. Also, patrons entering the library without masks will be asked to wear a mask and offered a mask. Iris will check out prices for bulk masks locally.

Old Business

The library will pursue an independent (beta) website.

The library will be receiving \$16,000 from the ARPA grant. Suggestions for using the grant money include obtaining an OWL camera, installing a sound system, having an IPAD station, purchasing playaways for adults, indoor/outdoor signage, digital displays, a scanner, headsets, and a stand-alone lit sign outdoors.

Caitlin suggested adding additional snowshoes and purchasing a guitar for the library of things.

The library will have an open house after Labor Day.

The library will close early for a staff celebration on August 2.

The plant sale raised \$815.

It was decided that the books currently being stored for a book sale will be given away, and that new books will be collected for the next book sale

The current logo has been approved and will be used on all signage and correspondence. It was suggested that stickers can be created and handed out to patrons. Other ideas included bookbags.

Meeting was adjourned at 8:12

DRAFT

LIBRARY DIRECTOR AND STAFF REPORT

July-August 2021

Report from Caitlin Corless, Library Director:

STAFF AND SERVICE UPDATES

- Current library service hours are Monday through Friday from 10-6 and Saturday from 9-12. Curbside continues to be well utilized.
- The library has added two substitute library assistants to the sub pool.
- The library's beta website is up and running as well as the new library catalog.

BUILDING UPDATES

- Masks are required in all municipal buildings.
- Work is being done in the parking lot. Public Works is having a curb installed in the parking lot by the storm drainage grate. There is some ground erosion around the three manholes that are located on the library lawn. Construction will be taking place over the course of the next couple of weeks.

MEETINGS

- The Aspen implementation team hosts a weekly Tuesday morning Q&A for libraries who have joined Aspen. Both Emily Wilmers and I have attended.
- Emily Wilmers attended a town safety meeting on July 1st.
- The staff met on July 12th for a formal staff meeting to discuss reopening procedures and other current issues.
- Marguerite Ladd and I met for a check-in on July 21st.
- On July 22nd, I met with HR director, Travis Sabatso and Finance Director, Sarah Macy to discuss library staffing possibilities.

- On July 26th, I met with Courtney Bushey and Sarah Macy from the finance department to discuss the upcoming budget schedule for FY2023.
- I attended the Chittenden County Library Directors meeting at the new South Burlington Library on July 26th.
- I attended the Town Department Heads meeting on July 28th. Agenda included health insurance plan updates, Covid protocols and updates, and regular department updates.
- Emily Wilmers attended a town safety meeting on August 5th.
- The staff ended the work day early on August 2nd for an afternoon of teambuilding and mini golf at Essex Family Fun and Entertainment Center.
- I met with Travis Sabatano and Sarah Macy to discuss the rates of library subs on August 17th.
- I met with Sarah Macy to discuss policies regarding records retention on August 18th.
- I attended the Department Heads meeting on August 25th. Agenda included Covid updates, Village separation updates, and individual department updates.

SUMMER READING PROGRAM STATISTICS

121 kids registered

18 programs

8 grab 'n' go craft kits

223 program participants

JULY STATISTICS

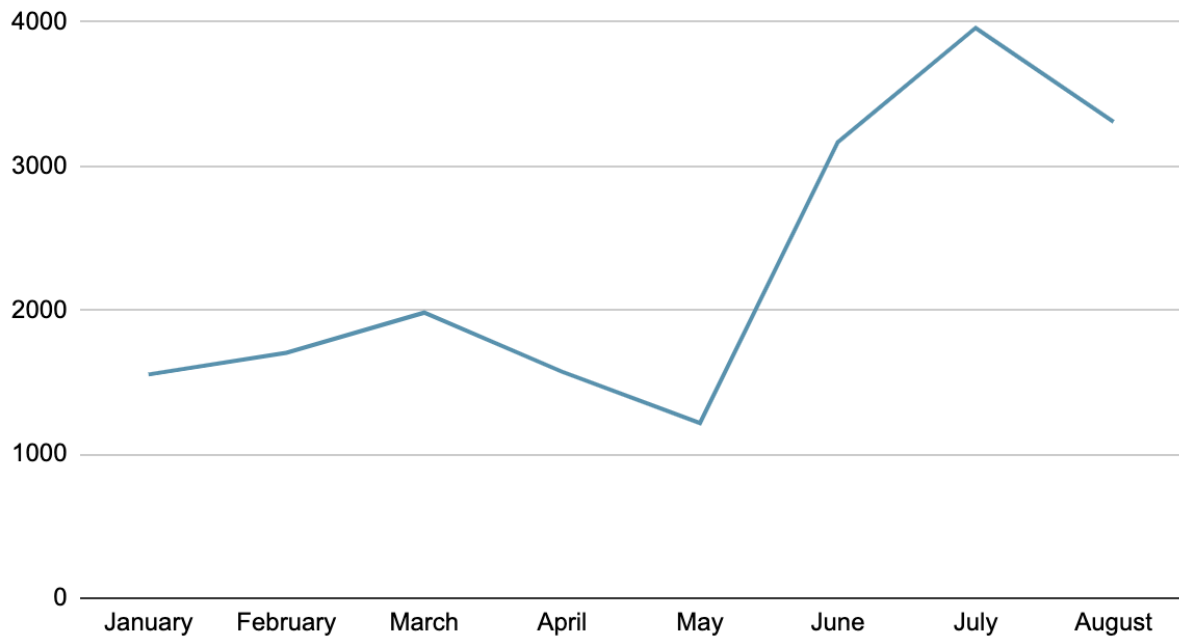
	July 2021	July 2020	July 2019
Physical Checkouts	3959	1758	4664
Ebooks/Audiobooks	1051	1261	946
Total Circ	5010	3019	5610
Visits	1643	37	3665

Interlibrary Loans	21 borrowed, 61 lent	22 borrowed, 68 lent	47 borrowed, 61 lent
Mango Sessions	60	63	38
Hoopla	65	N/A	N/A
Flipster	20	N/A	N/A

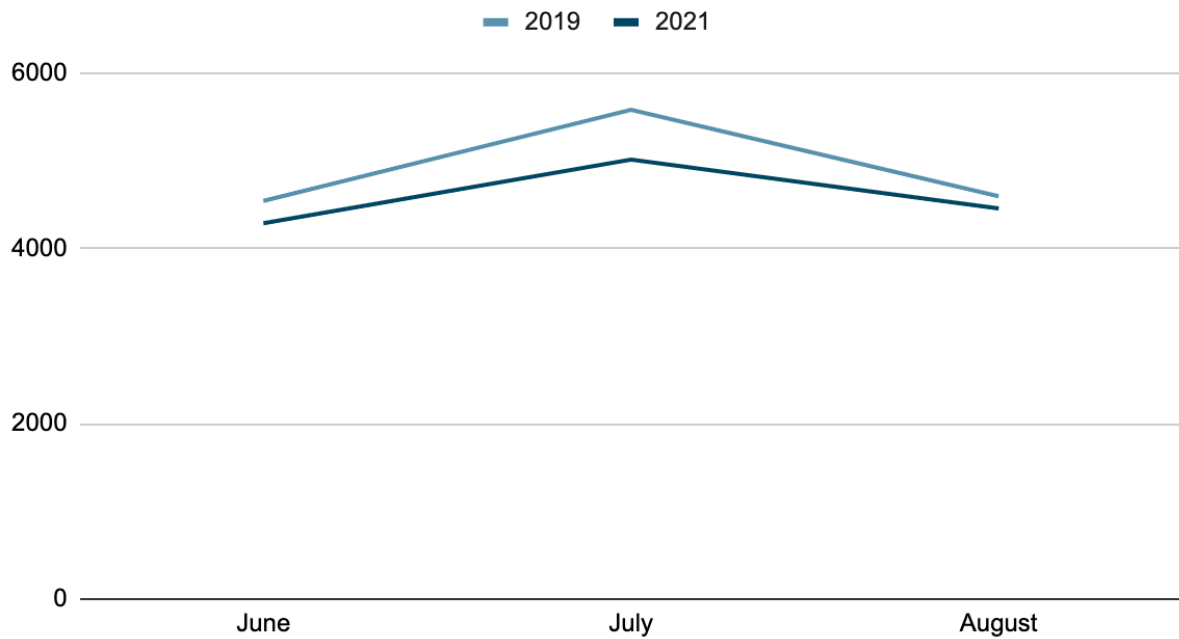
AUGUST STATISTICS

	August 2021	August 2020	August 2019
Physical Checkouts	3308	1810	3630
Ebooks/Audiobooks	1147	1242	964
Total Circ	4455	3052	4594
Visits	1605	68	2294
Interlibrary Loans	37 borrowed, 50 lent	17 borrowed, 42 lent	42 borrowed, 52 lent
Mango Sessions	43	56	54
Hoopla	76	N/A	N/A
Flipster	11	N/A	N/A

2021 Physical Circulation



Total Circ (Physical and E-books Combined)



SOCIAL MEDIA

	June 2021	Current
Facebook Followers	1154	1168
Newsletter Subscribers	630	632
Kids Newsletter	70	70
Instagram Followers	301	318
YouTube Subscribers	43	44
Wowbrary	180	182

WHAT TO PROMOTE

- Open browsing
- Hoopla and Wowbrary
- Storytime for Out & About
- New website and catalog

PHASE THREE

Library Opens to the Public for Drop-In with Limited Capacity - Monday, June 14th

- The library is open to the public Monday through Friday 10:00am to 6:00pm, and Saturday from 9am-12pm for drop-ins.
- Up to 12 patrons per floor (36 total) are permitted in the library at a time. This number may be adjusted according to changing guidelines.
- Patrons will be asked to wait if the number of patrons inside the building reaches capacity. A sign will be posted on the interior doors that capacity has been reached.
- Masks are required for all patrons aged two and up, regardless of vaccination status.
- We encourage computer users to limit their time to one hour.
- Staff member monitors the door to count patrons as they enter the building.
- Phone and curbside services are still available Monday-Friday from 10-6 and Saturday from 9-12 for patrons who are uncomfortable entering the library.
- Patrons may call, email, or use the library catalog to place an item request. Staff members pull the item, check it out to the patron, place it in a paper bag labeled with the patron's name, and set the bag out in the vestibule. Patrons are notified when their item is available for pickup.
- No patrons who are sick or symptomatic are to enter.
- Patrons must maintain a minimum distance of 6 feet between persons not in their party
- Book returns are accepted in the book drop. Due dates are extended to three weeks.
- Required signage is posted:
 - Maximum capacity, social distancing, no one may enter if they have symptoms of respiratory illness, masks are required, hand washing guidelines, visits are for 30 minutes/45 minutes
- Plexiglass shields are installed at circulation desks
- Cushioned chairs and furniture are moved to storage to prevent sitting and congregating. Remaining wooden chairs are to be disinfected by staff members throughout the day.
- Toys are removed from children's area
- Signage and floor markings are posted to direct traffic flow
- Improved signage of the library collection is installed to limit unnecessary roaming.
- Visual social distancing markers are taped to floor to encourage patrons to remain 6 ft apart
- Restrooms are cleaned and disinfected regularly. Disinfectant is available in the restroom and patrons are encouraged to also clean up after themselves.
- Staff cleans computers in between computer uses.
- Outside wifi is available along the perimeter of the building.
- Volunteers are permitted in the building.
- Online resources are available 24/7.

- E-cards are available to community members who wish to access online resources.
- Staff members follow the *Be Smart, Stay Safe Order* and the Department of Health and CDC Guidelines:
 - Do not come in if sick or symptomatic.
 - Remain at least 6 feet apart from others
 - Work at separate workstations, computers, and telephones.
 - Disinfect individual workspace.
 - Regularly clean common areas throughout the day
<https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>
 - Wear masks when in the presence of others
 - Wash hands frequently
- Staff members work the majority of their hours onsite.
- Staff members safely retrieve items from the book drop and quarantine items using these steps:
 - Place returns on tables in the activity room
 - Label tables with date of return
 - Quarantine items for at least 2 days before checking in and reshelving
 - Always wash hands after handling book returns
- No book or item donations accepted
- No indoor onsite programs. Outdoor programs only.
- Masks and social distancing will be required at outdoor programs.
- Library updates are posted to website and publicized via social media, the library newsletter, and Front Porch Forum.

Object *	Description	2022	2023
110.000-Regular Salaries		-	-
110.000-Regular Salaries		189,891.00	196,610.00
210.000-Group Insurance		-	-
210.000-Group Insurance		100,270.00	100,318.00
130.000-Overtime		-	-
220.000-Social Security		18,316.00	18,956.00
220.000-Social Security		-	-
230.000-Retirement		-	-
230.000-Retirement		19,280.00	19,951.00
290.000-Other Employee Benefits		-	-
290.000-Other Employee Benefits		1,200.00	1,200.00
640.201-Adult Collection	Books, books on CD, dvds, and periodicals for the ad	15,200.00	-
640.202-Juvenile Collection	Books, books on CD, dvds, and periodicals for childre	7,000.00	-
651.000-Technology Supplies	Chrome books for staff and patron circulation	2,000.00	-
740.000-Improvements other than Building		-	-
120.000-Part Time Salaries		-	-
120.000-Part Time Salaries		46,633.00	48,266.00
442.000-Rental of Vehicles or Equipment		1,500.00	-
570.000-Other Purchased Services	Book Courier Delivery Service for Interlibrary Loans	1,040.00	-
580.000-Travel		-	-
610.000-General Supplies	Various products necessary for the circulation of libr	4,300.00	-
500.000-Training, Conferences, Dues	Vermont Library Association membership	300.00	-
500.000-Training, Conferences, Dues	VLA Conference registration	350.00	-
500.000-Training, Conferences, Dues	Children's book award conferences	200.00	-
500.000-Training, Conferences, Dues	Travel	250.00	-
500.000-Training, Conferences, Dues	Annual purchase of passes for Shelburne Museum, E	150.00	-
500.000-Training, Conferences, Dues	Other professional conferences and continuing educ	250.00	-
900.000-Transfer between Town/Village		15,000.00	15,000.00
830.000-Regular Programs	Funds for community events and programs througho	600.00	-
505.000-Technology Subscription, Licen: GMLC Membership		3,500.00	-
505.000-Technology Subscription, Licen: Mango		1,400.00	-
505.000-Technology Subscription, Licen: Vokal Service		1,400.00	-

505.000-Technology Subscription, Licen: Overdrive Advantage	1,500.00	-
505.000-Technology Subscription, Licen: Hoopla	2,000.00	-
505.000-Technology Subscription, Licen: Estimated costs for each item	-	-
505.000-Technology Subscription, Licen: Zoom subscription for virtual programs	150.00	-
505.000-Technology Subscription, Licen: Calendly	200.00	-
040.802-Inter-Library Loan Grant	1,000.00	-

Caitlin Corless

From: GERALD STUMPF <idcards@sbcglobal.net>
Sent: Thursday, September 9, 2021 11:39 AM
To: Caitlin Corless
Subject: Quote for Patron ID Cards

CAUTION: EXTERNAL MAIL. DO NOT CLICK ON LINKS OR OPEN ATTACHMENTS YOU DO NOT TRUST

Hi Caitlin,

This is pricing for Patron Cards. Setup charge \$85. There is about a 2 week or less turnaround time after Approval of Proof.

Quantity	Combo	Single card
1,000	.60 per set	.50 each
2,500	.50 per set	.40 each
5,000	.35 per set	.28 each

The back of cards will have a matte laminate for patron signature.

Final shipped quantity on printed items can vary +/- 10%. Invoiced at amount shipped, unless otherwise specified.

Thank you!
Jerry Stumpf
800-576-9428

This message contains confidential information and is intended only for the individual(s) addressed in the message. If you aren't the named addressee, you should not disseminate, distribute, or copy this e-mail. If you aren't the intended recipient, you are notified that disclosing, distributing, or copying this e-mail is strictly prohibited.

Caitlin Corless

From: customer service <customerservice@showcases1.com>
Sent: Thursday, September 9, 2021 3:54 PM
To: Caitlin Corless
Subject: Essex Free Lib - Patron Card Quotes

CAUTION: EXTERNAL MAIL. DO NOT CLICK ON LINKS OR OPEN ATTACHMENTS YOU DO NOT TRUST

Hello Caitlin,

Thank you so much for your quote requests! Below is the pricing information for both the single and the card+keytag combo.

PIDC-S – Single Card with barcode & signature panel
5,000 qty = \$.155 each, \$775.00*

PIDC-CKT - Card+Keytag Combo with barcode & signature panel
5,000 qty = \$.20 each, \$1,000.00*

***Shipping & Handling is 8% of the total.** Exact quantity shipped and invoiced may be plus 5% or minus 5%.

Upon placing the order, you can provide us with the text and picture/image/logo you'd like on the card. Also, a copy of the front and back of your current card is helpful for us to determine placement and barcode symbology.

Thank you for choosing Showcases and have a wonderful day!

Monica and the Ladies of Showcases

From: ccorless@essex.org [mailto:ccorless@essex.org]
Sent: Thursday, September 09, 2021 9:59 AM
To: customer service <customerservice@showcases1.com>; dave <dave@showcases1.com>; dave4showcases@gmail.com
Subject: Barcode Quote Request Received

Style:	Keytag/Card Combination Cards
Barcode Needed?:	Yes
Signature Panel Needed?:	Yes
How many do you need (1000 minimum)?:	5000
Do you have any special requests?:	We would like the the card to include our logo in color.
First Name:	Caitlin
Last Name:	Corless
Library Name:	Essex Free Library
Zip / Post Code:	05452
Email:	ccorless@essex.org