

Pawlet Public Library
Monthly Meeting of Board of Trustees

MINUTES

September 7, 2021

Present: Trustees in attendance: Jacki Becker, Sue LaPorte, Diane Mach, Kathryn Lawrence, Marty Kravitt

Absent: None

Public present: Janine Sietz, Jed Rubin

Library Director: Mary Lou Willis ,

Call to order: 6:00 pm-Diane opened the meeting with a call to order.

Public comment: None

Review of Operating Norms: The meeting began with Diane reading the Operating Norms.

Motion made to approve August minutes and Special Meeting minutes by Sue, seconded by Kathryn

Motion to approve September agenda by Sue, seconded by Kathryn

Treasurer's Report: Kathryn updated the report and reserve fund. Both are increased. Revenue-book sale expenses was still under budgeted amount by \$2000.00. Reviewed and compared 2019 to 2021 Booksale costs and revenue. Casella is coming every other Friday for pickup at barn. Sue Laporte is now the contact with Casella. Discuss vendor satisfaction during Booksale discussion.

Book Sale debrief: From sorters—felt it was successful. Did not miss the café, only a few attendees seemed to be expecting food. Fewer books and only 300 unsold. Skipping the raffle also went well. 4-H sent a note stating they are happy to help next year. The scale of the sale worked better than it has in the past. Linda took 17 boxes of rare books home to try to continue selling online (of 40 boxes). Some rare books are sold online prior to sale and get added into book sale income. Too many kids books in bulk.

Mary Lou has us listed on the Vermont Page that book dealers see-she will pass this info on. Also contacted the Vt Antiquarian Book Sellers Association and had it sent to members. Do we want to outreach to more book sellers?

Mary Lou will advertise for donations to come into the Barn this fall. Only on Tuesday mornings between 9 and 11 while sorters are there. Will also list what is not wanted.

Consider consolidating the duties to Thursday and Friday. Sale will take place the last full weekend of July-30st and 31st.

Raffle: Board of Directors to sign letters.

Sue reports silent auction items being gathered. Advertising is going out. Drawing will be 1st meeting in October. Requests are still pending.

Director Report: See report: Planned programs discussed-summer program, book sale, volunteer luncheon. August coffee house-65 people attended. Snacks bought and sold.

Consider Children's Halloween parade-has not been advertised. Would need an organizer if moves forward.

October 30th coffee house confirmed, they provide sound system. Will need additional marketing and possible refreshments for purchase. (perhaps The Barn-not confirmed) Could offer alcohol as they have a liquor license. Town Hall has approved concert and alcohol if desired. Need additional set up

November 27th-3 Artists confirmed-will need an organizer. Peter Chila will provide sound system

December 11th-Family gathering idea not moved forward or advertised.

December 12th is the Holiday Concert-VSO cellist. Deposit is in, need to send final amount 2-3 weeks in advance. No mic needed. Publicity and refreshments needed.

(still three stand up FANs that belong to library in Town Hall)

Grants—Mary Lou will complete all that have been started prior to leaving, barring the reporting of the two below:

1. Submitted to ARPA Public Library Grant-\$2000 for technology -will then have replaced all the old computers, both Staff and public.
2. Windham Foundation (\$5000) application for digital literacy for older adults program that Sara is planning. Will be decided in late October. Will be ready to start in November if it goes through. Instructor for \$50/hour, one Tuesday a month for a year. Has not been advertised but word of mouth shows anecdotal interest.

Mary Lou will create a hard copy and digital Director's Manual for a new Director.

She has organized binders of board minutes, monthly financials from 2018-present and other documents. Record of bequeaths and memories with instructions. Policy Manual started. Procedure manual as well—this will have updated Book sale info as well. Copy of calendar with noted dates into 2022.

Current staff plans to stay. K Hunter would like to do an October Children's Program, Mary Lou will reach out to families that have previously attended.

Volunteers: Teresa Jones occas covers. Opens and locks up.

Disposition of items in storage—need attention. Laminator. Portable radiator heater downstairs. Plush children's toys downstairs. Items in unfinished basement to go to transfer station.

Community Connector: See Report: Sara taking a few weeks off in September. She will continue to promote the Volunteer Network as well.

Library Director Search: 2 applicants to date

Website—description of position and job description

Social Media posts-Library list serve (free), FPF, Indeed.com, --Mary Lou will put in these places.

Will not interview until September 30th date passes.

Strategic Plan: Mary Lou reviewed this document with update on what has been addressed already and where this goes over time. See document with the highlighted evaluation. Consistent progress has been made

Phased Reopening: Vermont State Libraries have monitored what others are doing. 75% require masking for all. Diane makes a motion for masking inside the building, Sue seconds. Discussion ensued. All vote in favor with Marty absent.

Unfinished Business: None

New Business: None

Public Comments: None

Reflection of Norms: Read by Diane.

Meeting adjourned @ 8:05

Next Meeting October 5, 6 pm