

Haston Library Trustee Meeting Minutes

June 13th, 2023 @6pm

Town Clerk's Office

[June 8th: Meeting postponed due to lack of quorum by Vice-Chair Corinna Stanley at 6:15pm.]

Call to order: Called to order 6:03 by Chair Deb Grennon.

Agenda Amendments: none

Attendance: Deb Grennon, Corinna Stanley, Victoria Jacobs, Brenna Sturtevant, Millie (Melissa) Richard, Allison Franklin, Jen Raynak, and Library Director Josh Worman.

Public Comments: none

Review and Sign Warrants

Correspondence: none

Approval of Previous Meeting Minutes: M Corinna SC unanimously to accept the minutes as written.

Treasurer's Report: M Jen SC to accept the report as written.

Library Director's Report/Strategic Plan Updates:

Numbers were good, programming was well-attended, including about 50 people at the Orphan Train Riders Presentation. Plant Swap was well-attended, and donations totaled \$200. The book sale at the Memorial Day parade netted \$108, and things went smoothly throughout the day. Additional discussion of Memorial Day below.

Free wireless network usage had been previously undercounted since Josh wasn't including days that the library was closed. Current count reflects the best estimates, and shows that the service is used by a lot of people.

Cassie is working out well, and there was one child at the one Story Time that has been held so far.

The Haston was awarded \$500 by the Winnie Belle Learned Fund. Thanks, Josh!

Additional details are available in the Library Director's Report.

Strategic Plan: Collaboration with Historical Society was a great success.

Committee Updates:

Policy Committee: Bylaws, Fishing Pole, Food, Kindle, Personnel, Procedure for Paying Bills

Formatting changes were made to the Fishing Pole, Food, and Kindle Policies. The Procedure for Paying Bills was also reformatted, and language was added regarding procedure for paying emergent bills.

The Personnel Policy was significantly altered, with the biggest change being to use the town's policy as a base document, replacing Department Head or Foreman with Library Director, and Selectboard with Board of Trustees. This will reduce redundancy between the two policies. Policies that are specific to the library will remain in the Library's Personnel Policy, and were not significantly altered. The language around holidays was revised to reflect current practice while resolving conflicts between the two policies. The town policy includes a pension plan, which the Library Director may be eligible for. The Town Clerk is looking into this and will let the board know. Also added was language about background checks, stating that the board may require one as a condition of employment and, if so, will cover the cost. Deb has experience with background checks, and will be a good resource when we need to do one.

The Policy Review Calendar was also re-ordered to better spread out the "big" and "small" policies, so that the committee has more time to review those policies which may need more attention. In particular, the Bylaws review has been moved from the March meeting (when new board members are brought in) to the June meeting. This required a change in the bylaws to reflect the new review and adoption schedule.

M Millie to accept Fishing Pole, Food, Kindle, and Personnel Policies, and the Policy Review Calendar; Seconded

Discussion was held about how the changes in the Personnel and Policy Review Calendar would be revisited again in a year, and could be changed again then if anything needed to be further refined.

Carried unanimously.

Jen will make sure all are posted on the website.

M Corinna to accept the changes to the Bylaws; SC unanimously.

Jen will post these on the website for the mandatory public review period, and they will be on the agenda at the next meeting, where the Board will vote on adoption.

Old Business:

Memorial Day Parade and Book Sale: Vicky suggests purchasing a second banner, so that one can be on the float, and one at the book sale. She will look into where the old one came from and how to get a new one. Book bags could also be sold at this event, and other swag could be available. Donations were received during the sale as well, and kids were very happy to get free books. The float looked great - thank you to all who helped and participated. Some campers didn't know as much as they wanted to about the event, but that was probably because the LCCA newsletter was delayed.

Vermont Reads Books: Naomi Wolcott-MacCausland will participate in the event and public discussion on June 29th at 6pm. She is the Migrant Health Coordinator at UVM, and will be able to contribute expertise from a healthcare perspective. If the weather is nice, the event will be held outside. The library has outdoor chairs.

New Business:

BBQ Bake Sale: The BBQ will be on July 8th at the school. It worked well last year to package and sell items in bags of six or twelve. Set-up will begin at 2:30 at the school.

Brenna, Corinna, Josh, Millie, Allison
Jen for set-up, Deb will donate but not be there, Vicki was not sure if she would be there.

All items will be by donation except pies, which will be \$10.

Millie will start spreading the word about donations.

Allison will pick up a box of baggies. We should also have some food service gloves available.

Library Bookmark: This has been designed, but kind of fell through the cracks for printing for free through the prison, and the service is no longer available. Josh will look into other options for printing, including VistaPrint and Mountain View Printing (Johnny Johnson).

Little Free Library: There is one more in the basement of Stacie Tremblay's house, which was supposed to go to the State Park, but they got their own. Dan Sartwell suggested placing it on the path between the school and the ball fields. Jen will take the lead on finding a good spot, in coordination with Joyce Hakey. Any box from the library should have something on it that encourages visiting the library, and should also have some bookmarks inside.

Other Business:

Strategic Meeting for Homestead Anniversary: Vicky will attend, and asked for ideas of what to offer. Suggestions were that we could sell tickets at the library, and cross-promote through the newsletter and social media. Vicky will listen for other needs, and offer to bring requests back to the board.

Book Discards: There are still quite a few discarded books at the library after the Memorial Day book sale. The St. Albans Library accepts book donations, and Vicky will bring some of our discards there.

Member Concerns:

What are you reading? Deb opened the floor to discussion of what board members are currently reading. It was lovely and lively.

M Victoria SC unanimously to adjourn.

Adjourned at 7:04pm.

Submitted by Jen Raynak

The next meeting will be July 13th, 2023, at 6pm in the Town Clerk's Office.