

## Haston Library Trustee Meeting Minutes

December 14th, 2023 @5pm  
Franklin Homestead Dining Room  
(moved to FELCO room)

December 14th, 2023 @6pm  
Town Clerk's Office

**Call to order:** Called to order at 5:14pm by Chair Deb Grennon in the FELCO room.

**Attendance:** Deb Grennon, Corinna Stanley, Millie Richard, Brenna Sturtevant, Victoria Jacobs, and Jen Raynak. Allison Franklin was unable to join by phone due to tech issues in the FELCO Room.

### **Executive Session**

Moved by Jen to enter executive session at 5:14. Second and carried, and the Board entered executive session.

The Board exited executive session at 5:50, on a motion by Brenna, which was seconded and carried.

After a brief pause for relocation, the meeting resumed at the Town Clerk's Office at 6:04pm.

**Agenda Amendments:** Add to Committee Updates reports from the Franklin Central School reading committee and the Personnel Committee.

**Attendance:** All listed above, plus Allison Franklin by Zoom, and Library Director Josh Worman.

**Public Comments:** none

### **Review and Sign Warrants**

**Correspondence:** none

**Approval of Previous Meeting Minutes:** Moved by Corinna to accept the minutes, Seconded. Carried to accept as written.

**Treasurer's Report:** M Corinna to accept the report as written. There was diffuse discussion of a few line items. SC.

## **Library Director's Report:**

Josh was very pleased with the November numbers, particularly the website views. There were several successful programs, including the do-over for Howard Coffin's presentation and the Modern Times Theater's production.

Josh is impressed with Sierra's work so far, which has involved two Story Hours and covering the desk while Josh was on the Library Tour.

The tour went well, though it was not as well-attended as Josh had hoped for. It included the Bookmobile in the Swanton Library parking lot.

Josh will pursue scheduling more needle felting workshops, as there were more people interested than the limit that Carolyn set.

Corinna attended the Book Talk with Mercedes de Guardiola and was very impressed with both the speaker and the program.

Additional details are available in the report.

## **Committee Updates:**

**Policy Committee:** The committee again presented the General Policies, which were amended based on feedback from the board at the last meeting. The board discussed the changes, and were satisfied.

Corinna moved to accept the General Policies, and the Gift and Library Fund Policies as amended. SC unanimously.

**Personnel Committee:** M Corinna to accept the Personnel Evaluation as amended in executive session. SC unanimously.

**Franklin Central School Reading Committee:** Brenna, Allison, and Jen have been working on this project. Allison has been in touch with Nancy to coordinate. There is a book cart and a good first crop of donated books. The books will be marked to distinguish them from library books, and will have an insert about the program. Allison's husband will create an announcement for the school newsletter. Some details still need to be worked out about how book donations will be received. Jen will bring the cart and books to the school on Monday if that works for Nancy.

## **Old Business:**

**Strategic Plan for 2024-2026:** Allison reported that the committee met again, and clarified ideas. An outline was created from the minutes of the meeting which will serve as a backbone for the Strategic Plan document.

## **Budget for 2024-2025:**

The main item of discussion regarding the budget was the proposal to increase staffing to twelve hours a week for the Clerk. Millie intends to research the ratio, at other similar libraries, of staff hours to hours the library is open. Her assumption is that few other libraries have as close to a 1:1 ratio as the Haston.

If approved, Josh, as the Library Director, would have discretion on how to hire for those hours, and foresees the position being most valuable in programming, outreach, and community engagement.

The budget, including the added position, would be higher than last year's budget, according to the numbers Lisa got to the board today. Josh's raise is part of the increased number, but the bulk would be the expanded clerk position. There has always been a gap between the budget and the request from the town, which has been filled by the carry-over and fundraising. The gap in this proposed budget is larger than the carry-over, so would require raising what we ask for from the town.

The board pored over the proposed budget, and there was much discussion about how the document works, and where the numbers come from.

Several members were concerned about how the increase in school taxes could affect approval of other budgets.

All agreed that this was a priority; however, there was some hesitation about increasing the amount of money we ask for from the town. Allison pointed out that the board has been conservative in previous years, and that we had nothing to lose by asking for the increased amount.

Josh remarked that if we want the 12-hour position, we have to sell it to the town.

After much deliberation, taking into account the developing Strategic Plan, the board concurred that we should ask for the full amount at the select board meeting. We will commit the remaining carry-over funds (in whole or near-whole) to this effort, and will also be prepared to adjust down if the requested funding is not granted.

Millie volunteered to compose and present the narrative. It will include background of why the ask last year was lower and why the carry-over was held, and will convey the commitment of the full board to run a pilot year with increased staffing in order to achieve our goals of serving Franklin. Millie will work with Josh as needed, and will call Allison for pep talks.

M Millie to propose the draft budget as amended at the SB meeting. Seconded. There was brief additional discussion to confirm the full commitment of all board members. Carried unanimously.

**Holiday Gathering hosted by Select Board 12/20/2023:** This was included in the budget discussion. Most of the board will be in attendance.

**Polar Express 12/22/2023:** This will be held at the church again this year, and they will provide tables. Josh and Brenna will meet at the library at 4:00 and ferry books and any other supplies over. Jen and Allison will join at the church at 4:15 to set up and staff the event.

**New Business:**

**Holiday Closings:** The library will follow the town Holiday schedule. Josh suggested that the library also be closed on the 26th, since it falls between the holiday and a scheduled day off. The board approved unanimously.

**Other Business:** The Personnel Committee will meet with Josh Tuesday of next week at 4:00 to go over his evaluation.

**Member Concerns:** none

M Vicki SC unanimously to adjourn.

Adjourned at 7:24pm.

Submitted by Jen Raynak

The next meeting will be January 11th, 2024, at 6pm in the Town Clerk's Office.