

Haston Library Trustee Meeting Minutes (DRAFT*)

February 8th, 2024 @6pm
Town Clerk's Office

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

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

Millie Richard a few minutes late via Zoom

Agenda Amendments: none

Public Comments: none

Review and Sign Warrants

Correspondence: none

Approval of Previous Meeting Minutes: Moved by Brenna to accept the minutes as written. Seconded. Carried unanimously.

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

Library Director's Report:

Good January, with slightly below average circulation, but increased usage of Libby and Palace.

Josh is working on deleting long-expired library cards that have not been used. Removing these will lower the rates of some of our subscription services. He wants to teach Sierra how to do it as it is somewhat tedious.

Story Time is going well.

Needle Felting II was fully attended, and well received. Carolyn is interested in hosting again, perhaps with a different craft.

The "Justin Morgan's Horse" author talk was well attended, and there was interesting and lively discussion. Josh is going to invite the Amanda Gustin back to present another program she has about movies.

The Many Meanings of Maple is coming up this Saturday, March 10th, and Siber Sled Dogs events on the 24th.

The elevator is almost ready for public use. Meetings will be held upstairs again once that is complete.

Additional details are available in the report.

Committee Updates:

Policy Committee: The committee recommends putting the two pandemic-era policies into sleep mode as far as annual reviews go. They would remain as policies, but not need to be reviewed annually.

M Jen to remove the Continuity of Operations Plan and the Curbside Pickup Policy from review calendar until they are needed again. SC unanimously.

Non-Traditional Item Lending Policy: This would replace individual policies with a single broad policy which has some flexibility to have different terms for different items. Decisions about the terms of lending each item will be up to the Library Director, and can be specific for each item without having to make a new policy.

M Jen to replace all individual item lending policies with the Non-Traditional Lending Policy. SC unanimously.

Jen is working on reorganizing the Policy Review Calendar, and will submit it for the next meeting.

Strategic Plan Committee: The grid version with timeline targets was presented. There was discussion about having an accompanying narrative, which Brenna and Deb will work on.

There was discussion about the six goals:

1. Friends of the Haston Library - The board discussed the functions of a "Friends" group, particularly in fundraising and volunteering. Because of our municipal status, a separate entity would need to be created to take advantage of certain tax benefits for donors, as well as to qualify for some grant opportunities. This group could be populated with people leaving, or curious about starting, Board membership, and could also be a fun way for people to get involved for short-term projects or events.
2. Paid Staff Hours - Very little discussion, as this has been explored at length in the process of preparing the budget proposal.
3. Parking and Access - The goal is to work on making it easy and safe for patrons to get to the building. The board discussed several options, some of which had been ruled out previously by the committee. An option that could arise is that if the Town Clerk's office moves, additional parking would be available across Hanna Rd. In any case, additional crosswalks should be on the list.

4. Building - Deb pointed out that we have an energetic and excited board, and we can leverage that to begin working on a plan to occupy the whole building. The goal is to get on the front end of changes rather than reacting to them.
5. Engagement/Inclusion - The committee felt strongly about increasing engagement, especially with teens.
6. Documentation - We should put effort into compiling documentation for library operations, to provide guidance for paid staff and volunteers.

Deb, Brenna, and Allison will start working on the narrative.

Franklin Central School Reading Committee: Allison has had a hard time getting in touch with Nancy. Jen will drop off another set of books at the school tomorrow with whoever is at the front desk, and leave a note with them for Nancy.

Old Business:

Board Recruitment: Millie wondered if we might want to target particular candidates to ensure continued diverse representation on the board.

Allison Franklin would like to be nominated to keep her position. There is at least one open spot (Victoria), and Deb's position is up for reelection if there is someone else interested. Current nominees are Jeff Teitelbaum, and, possibly, Deb Grennon. If there are other people interested Josh will let Corinna know.

We should select someone from the Board to make nominations from the floor at Town Meeting. Corinna did it last year, nominating individually because the terms were of different lengths. She would be happy to do it again. All positions are three-year terms.

New Business:

Select Board Budget Meeting: The attendees were mostly library people. We were not asked by anyone to justify or defend our request for additional funding.

Vermont Council on Rural Development Community Visit Steering Committee: The Library was also well-represented at this meeting. There will be some planning at the next meeting on how board members can engage in those forums. Jen described the process briefly for those who weren't there. The big meeting for the whole town is on March 21st, and the subsequent meetings will be on April 18th and May 14th.

Town Meeting Luncheon: Corinna went over her notes from last year, with details about supplies and how what we ask for should be adjusted. Corinna and Victoria will work on creating the list of what we need.

Victoria suggested setting up an online sign-up for the community. Jen will set this up and pass it off to Corinna and Victoria, who will put in the details of what we are asking for. When it's ready, Josh will send it out through the town's list, and post on social media.

Jen will collate the supplies upstairs and let Corinna know if we're short on anything.

Victoria will make a formal ask to Jason for use of the church.

Other Business:

Eclipse Glasses: Josh and Jen picked March 1st as the date these would be available at the library, and the board concurred. There was some brainstorming about how to include some info about the library when people came to pick them up. Because we already have the supplies, we will package them in small bags with a rack card, and stamp the bags with the Haston stamp. Victoria volunteered to do the stamping.

Partnership with Rec:

Josh and Jen attended the Rec meeting on Monday to talk with them about collaborating on upcoming events.

The Winter Carnival is coming up on March 9th. We've been asked to do a couple of indoor activities like crafts or games. Victoria will sit in for Josh at the library that day so that both he and Sierra can be at the event. Brenna can also be there, and Allison can join if it's later in the day. Millie can be there if she's healthy. Brenna noted that the school has lots of cool games that the kids like playing.

The Eclipse event will be on April 8th, at the athletic fields. We will do cross-promotion, and will bring any remaining glasses to the event to hand out to attendees. Jen will check with Stephanie about who is promoting eclipse event in school newsletter, and make sure that the notice includes information the free glasses.

Online Donations: It will not be possible to pair with the rec and use their scheduling software to process donations. The platform doesn't really do that. Lisa is going to see about setting up a separate bank account to link to a digital payment platform. Anything we use would have small transaction fees, which the board was okay with. There was discussion about which platform would be best, providing a simple, no-touch option for in-person transactions. Square was the preferred vendor, and Venmo was the second choice. The goal is to have this in place in time for Town Meeting.

M Victoria to authorize Jen to set up online payments with Lisa. SC unanimously

Member Concerns: The board gave Victoria a standing ovation in recognition of her many years of service. Thank you!

M Corinna SC unanimously to adjourn.

Adjourned at 7:32pm.

Submitted by Jen Raynak

The next meeting will be March 14th, 2024, at 6pm in the Town Clerk's Office.