

Haston Library Trustee Meeting Minutes (DRAFT\*)

June 13th, 2024 @6pm  
Haston Library  
and on Zoom

**Call to order:** Meeting called to order at 6:00 by Deb Grennon.

**Agenda Amendments:** General Store Bulletin Board, School Visits, School Book Cart

**Attendance:** Deb Grennon, Corinna Stanley, Jeff Teitelbaum, Brenna Sturtevant, Allison Franklin, Jen Raynak, and Library Director Josh Worman.

Millie Richard was unable to attend.

**Public Comments:** none

**Review and Sign Warrants**

**Correspondence:** none

**Approval of Previous Meeting Minutes:** Moved by Jeff to accept the minutes as written. Seconded. No discussion. Carried unanimously.

**Treasurer's Report:** M Jen to accept the report. Seconded. Fundraising has been great this year, and the Fund revenues are more than double the anticipated amount. Carried unanimously.

**Library Director's Report:**

Numbers were pretty good, compared with previous years. We are recovering well from pandemic times.

There were five story times, all well attended.

The plant swap went well, with colorful visitors. There was good turnout, despite the crummy weather. Leftover plants were left on the picnic table, and were all adopted.

The Crossroads Book Club will resume in the fall.

The VLA conference and Josh's workshop were well attended, with lots of discussion.

Whitney Wright has been hired for the summer, to do Summer Reading and Story Time. She'll start on the 21st.

Additional details are available in the report.

## **Committee Updates:**

### **Strategic Planning: Mid-year review**

- School Tours have resumed.
- Paid staff hours have been allocated to the library, and Sierra will assume this position in October. Whitney's hours will be increased to 12 per week starting July 1st.
- A committee has not yet been formed to talk about using the whole building. Allison will attend the Select Board meeting next week, to see where they are in the process.
- A couple of parking spaces have been added behind the fire station.
- No progress has been made on the Friends of the Library goal. Brenna will reach out to Victoria to see if she would be interested in being the point person.
- Jen will meet with Josh next week about documentation.

### **Policy Committee:**

M Jeff S to accept the Bylaws as amended. Jen read the small changes recommended by the committee to the board. All of the changes were small, including refining the language in a couple of places, and re-ordering the agenda items and adjusting officer duties to reflect current practice.

**Personnel:** Corinna reminded the Board that the Committee is available to meet with Josh mid-year for a review. This is scheduled for Tuesday, July 2nd at 5pm.

The committee recommended adding four items (children's programming, grants, outreach, and the need to work flexible hours) to the Clerk Job Description, which Josh will create language for.

Sierra will return in October. Whitney will go to 12 hours a week July 1st, taking on some of the new duties. In the break, we'll bank hours that will be used by Sierra.

There was considerable discussion about how the added capacity can be used to benefit the library, reflecting back on the Strategic Plan as a guiding document. Jeff stressed that any additional grants should fund goals outlined in the Strategic Plan.

Deb asked that any actions taken by board members in between meetings be reported directly to her and Josh so they have a better sense of what's being done. Jen will do a better job of this.

**Fundraising:** Josh suggested doing some fundraising planning for the year. The committee will bring back a plan to the next meeting.

**Franklin Central School Reading Committee:** Books were delivered one last time before this last break. Allison suggested we get some information from the school at the beginning of next year about whether this program is helping students achieve reading goals.

## **Old Business:**

**Plant Swap:** see Director's notes

**Memorial Day Parade:** Thank you to Jeff Grennon and Mark Racine, and all of the people who helped build and rode on the float. Jeff remarked on the presence of library board members in so many positions at the event. The board's costumes are very popular, and fun for everyone. Summer Reading themes are released a few years in advance, so float and costume planning could be ongoing.

**Elementary School Visits:** All students in K-4 got a tour, learning about how to get into the library and where things were, and all got a story and a chat about the Library of Things. The kindergarteners and first graders also were able to choose a discarded or donated book to take home.

Planning needs to start earlier next year. All were in agreement that Josh should be more involved for these, which is only possible if we can do them on a day when he is working. This year, which was arranged quickly by Allison, Jen, and Millie, was successful, but there is much room for improvement. Allison remarked that we can improve communication with teachers/chaperones about expectations, as the instructions from the board members conflicted with the instructions from the school personnel.

[Other notes from the day of the event: we should explore adding a presentation day in the classroom to get some of the "talky" parts out of the way, and introduce the summer reading program and hand out forms; adding a craft would be great, particularly if it involved masks so that we could get some pictures; and having set activities that are tailored to each grade level.]

Overall, the students were excited and interactive, and it was was a nice cap to the year for all who attended.

Allison will write up a report with numbers and get it to Josh.

**FCS LFL:** The Little Free Library has not yet been installed at the school. There is still a question of placement, as the Rec Department suggested the playground, and the school suggested the Rec fields. Brenna pointed out that the grass island in the parking lot would be a good spot. Allison will check with Rec folks and Jen will reach out to Joyce.

**General Store Bulletin Board:** Jen will talk with Patty about what size she would be OK with (it will be smaller than previously discussed), and will send a link to Josh to purchase the board in this fiscal year. The Telephone Company can install it if Patty and Kenny don't want to do it themselves.

**New Business:**

**Bake Sale at the BBQ, Saturday, July 6, 11AM-1PM:** The event is earlier and shorter this year, and there will be fewer dinners sold. Brenna will reach out to Allison Racine about pies. Brenna will also reach out to Victoria about Homestead donations, and to the church congregation. Josh will ask Lisa to advertise the event through the town's Facebook page.

Pies will be \$12.

We'll meet at 10:00 at the library to gather supplies: tables and tents; gloves and bags; books/bookmarks/tote bags; Square donation cards in case anyone has cell service.

Corrina will bring coolers.

**Other Business:** Josh talked with a colleague recently about retirement, and learned that all municipal employees working 24 or more hours per week must have contributions made to a retirement plan. This has not happened in his nearly five years of employment. Vestiture in the plan happens at five years. The board will investigate this with Lisa, and determine what needs to happen next to correct this oversight.

This information should be recorded, possibly in the job description, so that the error is not repeated.

**Member Concerns:** none

M Jeff S to adjourn.

Adjourned at 7:40pm.

Submitted by Jen Raynak

The next meeting will be July 11th, 2024, at 6pm in the library.

\*Minutes are not yet approved by the board, therefore this remains a draft until the next trustee meeting.