

Haston Library Trustee Meeting Minutes (DRAFT*)

July 16th, 2024 6:00 PM
Haston Library
and Zoom

Call to Order: Meeting called to order at 6:04 PM by Deb Grennon after a zoom update delay.

Agenda Amendments: None

Attendance: Deb Grennon, Corinna Stanley, Jeff Teitelbaum, Allison Franklin, Millie Richard, and Library Director Josh Worman

Brenna Sturtevant and Jen Raynak were unable to attend.

Public Comments: None

Review and Sign Warrants

Correspondence: We received a nice card and monetary donation from Patsy Hendrickson in honor of Nini Worman which included a Ukrainian made heart decoration to display.

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

Treasurer's Report: Moved by Jeff to accept the report, seconded by Corinna. Final report of the year shows an overage of \$344.90, within comfortable margins of expected grant monies. Carried unanimously.

Library Director's Report: Patrons up but circulation slightly down—patrons counted included school field trips who toured the library and learned about all its offerings but didn't have opportunity to browse and check out books. They did leave with books in hand from the discarded book bins. Some discussion of tracking the discards and donations we're getting out into the community.

Program attendance has been great. Use of online resources are steadily increasing.

Alyx the Magician will be returning Thursday, July 25th at 1:30 in the Town Hall.

A showing of Vera Gates' paintings will open on Thursday, July 25th from 4-6, the artwork will be on display through early October. Trustees will provide snacks for the opening.

Rachel Gates will be giving a book talk for her book *The Owner's Manual to the Voice: A guide for singers and other professional voice users* in the Town Hall on Saturday, July 27th at 1:30 PM.

The Planetarium Lady is scheduled for July 31st in the Town Hall with two showings: 1:30 PM and 2:30 PM

Reminder there is no trustee meeting in August, and that our next regular meeting is rescheduled to Thursday September 5th at 6:PM to facilitate the Library Director's attendance at The Association for Rural and Small Libraries (ARSL) conference September 11th-14th in Massachusetts. Early bird discount price for the conference was secured, and the go ahead to put accommodations on the library credit card was given, with agreement that the budget committee will make any needed adjustments.

Committee Updates:

Policy: Bylaws Posted for 30 days, now official.

Personnel: Met with Library Director for discussion of goals for professional development, including ARSL conference and other opportunities.

Fundraising: Bake sale was a hit! ~\$775 raised!

Plans for future fundraising—are there more opportunities for us to put the book sale out at other events? The community dinner might need some help, perhaps a joint effort?

Logistics of doing the Due North/Uncle John's Band Benefit for the Library are looking like a late Spring/Early Summer next year due to scheduling through the end of Fall this year.

Some discussion of doing more experiential/consumable fundraising vs selling things directly which brought up ideas of hosting a town lawn sale or a mini farmer's market.

Old Business:

Bake Sale: The Fireman's BBQ moving back to the fire station due to weather allowed us to relocate the bakesale to the library and have access to our e-payment system! Suggestion was made to discuss the location/setup of the BBQ with the fire department early next Spring before notices go out.

Having flyers for our upcoming events was great.

Offerings this year were lighter on fruit pies, but included donuts and farm fresh eggs which flew off the table. Specific requests were made for whoopie pies. Considering adding some drink offerings for next year, possibly bottled water.

While an effort was made to thank all of our generous baked-good suppliers as items arrived, it is agreed that we should make other public statements of thanks to make sure we catch everyone. Josh will add to the newsletter, Jeff made the suggestion to display our thanks on the sign outside and the yet to be realized community bulletin board.

Logistical notes include bringing an adjustable sun sail, making use of the sandwich board, and to bring more coolers.

New Business:

Relocation of Town Offices: What would staffing the whole building look like? Where do volunteers fit into the picture? Would the volunteers be part of the yet to be formed Friends of the Library group or do the new staff hours give some room for volunteer recruitment and supervision there? The reality is so far out that we have a lot of questions to consider in updating our strategic plan. The current plan will likely expire before renovations and movement of the town offices is complete, but does already contain a timeline for forming a committee, drawing up a plan for use, identifying funding needs, finding funding channels, and starting a capital campaign if needed.

Discussion around getting community feedback about what they would want to see in a full building library was commingled with discussion around the Friends of the Library, and what roles are appropriate for volunteers to fill. Agreement to separate those discussions into the following buckets:

Friends of the Library: should be started as soon as possible. Josh will look into having someone from the State Dept. of Libraries (or somewhere) give a talk about what forming a Friends' group entails, the legal aspects of forming a 501C etc...

Solicitation of public feedback: part of the strategic plan involves forming a committee to handle the details of changing the use of the building. Let's wait and solicit feedback then. As we experienced during the recent public information meeting, the community is going to have questions that they want answered on the fly and we're not there yet in this process.

Discussion around volunteers: Millie has years of experience working in the Age Well volunteer program and brought up the many tasks included in organizing volunteers beyond recruitment and scheduling. Josh voiced concerns around the ethical use of volunteers vs paid workers in certain roles, and privacy expectations of the patrons. An example used was that Jennifer Dewing has volunteered to help us with story time (there will be a gap between Whitney and Sierra's end and start days this fall). This falls into a role that is ethically clear, and we are excited to accept. However, the most common offer from volunteers is to cover the circulation desk, which bumps into privacy concerns for patrons, and requires consideration of the changing laws and ethical mandates that govern public/municipal libraries.

New Laws re: meetings, collection development, patron privacy:

Open Meeting Law: all meetings are to be recorded and posted for the public to watch; action needed: Josh will get links onto the website.

Collection Development: new guidance on book challenges; action needed: we believe our existing policy is adequate, but the policy committee will double check

Patron Privacy: the rules for patron privacy have been lowered to the age of 12; actions needed:

- 1) Policy committee had advance warning of this, privacy policy will be updated now that the law has passed, the update will be publicly posted as would any change, citing the specific legislation should patrons have concerns
- 2) Library card application will be changed to align the age of privacy and the age of needing a guarantor in signing out materials. The separate agreements for the Library of Things will stand as is.
- 3) Josh will look into what is automated in the existing system such as overdue reminders and advise if changes are needed

Event photos/social media policy: rules around posting photos were looked into and the conclusions we have are that “public event in a public space” blanket protection is in play. Advice from social media experts is that if we’re planning to use specific/candid shots for marketing we should reach out for permission, but that posting group shots of events to our social media and in our newsletter to create buzz is safe.

Discussion around upping our social media presence includes input from several trustees who have social media duties in their professional life. There’s a lot to learn about working the algorithms, minimum postings per week to keep relevant on people’s newsfeeds etc... Allison will ask Rob Franklin to put together some training for both the Library Director and the clerks who may take on social media work as part of their expanded duties. Josh will use his opportunity to network at the ARSL conference to get additional advice and resources.

Dick Wright Pub partnership: tabled until next meeting as Jen Raynak is out sick

Other business/member concerns:

More data collection – are there other things we should be tracking to help the community see the value that the Haston brings besides the circulation and programming numbers we already track? Discussed highlighting existing reporting numbers on the website, in the newsletter, and/or on social media as the general community might not be aware of all that we do and how many people we serve. Josh will continue to track things that might be of interest as they come up.

Rec Department Fall Carnival Saturday September 7th – outdoor games, Josh can anticipate a reach out from the Rec Dept re: collaboration

Motion by Corinna to adjourn, seconded by Jeff.
Adjourned at 7:47 PM

Submitted by Millie Richard

Next meeting September 5th, 2024 at 6:PM at the Haston Library