

February 8, 2021 - 7pm. Regular Trustees Meeting

Eve Ermer, Fern Strong, Billie Smith, Theresa FitzGerald, Mark Bomalaski, Jean Wolfe, Ben Wolfe, Mariah Lawrence, Marsha Higgins

Community Members: Fred Pond, Anna Dechert, Catherine Freese, Todd Tyson, Kathi Terami, Caitlyn MacGlaflin, Sean Maher, Nicole Antal, Jena Young

### **Community Input**

Mariah shared that 50 people have responded to the library's programming survey.

### **Secretary's Report**

Corrections and additions made to meeting draft and sent to board members before meeting. Minutes accepted as corrected.

### **Treasurer's Report**

Eve shared the warrants with trustees and will send out the time sheets and warrant to board members for signing. Discussed was Jean's continued salary and benefits for the part of this year that she serves as library director. She will make out time sheet for review by trustees, but won't be sent to Becky. Eve updated current budget regarding certain bills received. Billie updated the fundraising campaign. The total money received to date is \$8015. \$7115 was a result of the appeal letter with \$900 coming prior to letter being sent out. The appeal letters were sent to between 275-300 patron addresses, some were returned. The appeal list has been updated to reflect changes, donations, and those made in memory or in honor of someone.

### **Librarian's Report**

Jean shared the continued increase in requests for interlibrary loans because of our subscription to the courier system. Circulation by patrons continues. Many books have been purchased and Marsha is working hard to process them. The new material is available on carts near windows to be viewed from porch. Mariah shared receiving the reception of a \$1500 grant for connectivity. She has communicated with other local libraries to discuss usage of this money for things like Chromebooks, etc. The Generation Book Club has been well received and 33 people signed up. There have been two discussions and a zoom painting meetup led by Becky Hoyt related to the story. Also, this past Saturday, the illustrator and author Oga Mora read her book, "Thank you Omu", live during the story hour and approximately 50 people viewed. The book is on view at the Story Walk on the fair grounds.

### **Old Business**

Fred Pond shared information regarding a free energy audit that the library can get from Efficiency Vermont. The library's water heater and furnace have issues and they need to be addressed. Fred supplied contact information and basic points the audit will address

and can coordinate with trustees. Theresa offered to be the contact person to connect with Efficiency Vermont and get a timeline on when we can schedule an audit. Another topic under old business was the Friends book sale. Billie shared that Kay Jorgenson wanted the library to explore options on when we can allow people into basement book sale for possible appointments or other ways to sell the books. The opinion of staff and trustees was that when library is open for appointments, people can go downstairs to purchase books. Other ways of selling books can be decided by the Friends, as the book sales are their project. Billie shared that she had edited the director announcement to the TQ and will send to Janet Zug to post on their Facebook page and will resend with updates for inclusion in the next TQ publishing. Another item on agenda is possible change in library hours. Discussion with Jean and trustees about what is necessary for hours the public can contact librarian. Decided and voted to change to only Monday morning hours to call library instead of Monday, Wednesday, Friday morning hours. Other hours will stay the same. Jean will continue to work her normal number of hours. Changes will be advertised on web site.

### **New Business**

Eve's resignation from trustees effective as of Feb 28. Election of officers - Theresa agreed to take over treasurer's position. The chair and other positions will be addressed at next meeting. Fern agreed to stay on as secretary until next month. Next on agenda was topic of zoom hosting of hiring committee meetings and trustee meetings. Ben might not be available to host at all times. He can share hosting with trustees and Anna Dechert offered to host committee meetings if necessary. Mariah and Ben will post zoom links on web site. Another issue is the change in Tunbridge Town Meeting date to May 22 and subject of the luncheon that the Friends host. Eve has already provided the new budget to the Select Board.

### **Update from Hiring Committee**

The committee shared the job description they drafted and asked trustees for their input. Minor changes suggested and it will be revised by committee. Discussed was the number of hours for director's weekly hours. Also discussed was the Community input via a survey, timeline for hiring process, and the committee's desire for library staff involvement in hiring process. Marsha agreed to be part of the interview procedure. These topics, as well as job advertisement, will be addressed at the next committee meeting on February 15 and they asked for a special trustee meeting on February 22 to present their decisions and get trustee approval.

### **Action items**

Eve will share the Treasurer's articles with Theresa. She will forward signing of warrant to Billie and then Fern, who will send to Becky. Billie will contact Kay and relay the book sale discussion, also send retirement announcement to Janet Zug. Theresa will contact Efficiency Vermont. Fern to send State Library information scan on hiring process to Hiring Committee.

**Special Meeting - February 22, 2021 at 7pm.**  
**Next Regular Meeting - March 8, 2021 at 7pm.**