

South Hero Library

Monthly Meeting – Board of Trustees

Tuesday, April 3, 2019

Attending:

Board members: Ken Kowalewitz, Elissa Giroux, Annie Brabazon, Luke Tremble, Melissa Hood

Library Director: Keagan Calkins

Public: Gretchen Patterson, Sandy Gregg

Call to order @ 6:06

Preliminary Business

- **Review payment orders for approval:** The Board circulates invoices for the month. All are reviewed, approved and signed.
- **Agenda adjustments:** Ken Kowalewitz (KK) asks if there are any adjustments to the agenda. None voiced.
- **Public comments:** None voiced.
- **Review and accept the minutes from the previous meeting:** Luke Tremble (LT) moves to approve minutes from meeting of March 7. Annie Brabazon (AB) seconds. Motion approved unanimously.

Library Director's Report

Report submitted by Keagan Calkins (KC), reviewed by Board (see full report attached).

- KC considering Facebook ads for upcoming Snowflake Bentley program, since Facebook seemed to attract greater audience for Rick Norcross event.
- We have two author talks planned for the summer at this point. Craig Alanson's talk in August is going to be a panel discussion, coinciding with a festival he's planning.
- Second annual Job Fair was bigger than last year's, with four times more attendees. Employers had generally positive feedback, want to do it again.
- KC has furniture quote from W. B. Mason, will be getting quote from Office Environment. We'll discuss again when there's more information to share.
- KC doing a tour of the new library with the Friends group tomorrow.

Old Business

Construction update

- Hayward Design Build invoice - Library received an invoice for \$554,246. KK notes that it includes a few things not in the original proposal: (1) wiring and purchase of a large fan, (2) switching Romex wiring to metal MZ shield (Nate Hayward is covering), (3) security system with multi-zone audio system, 16-channel security system (10 cameras) plus installation, (4) provision and installation of fire alarm elevator recall system.
 - AB moves to pay Hayward Design Build the money as discussed. LT seconds. Approved unanimously.
 - KK notes that the Library will likely receive an additional \$25,000 from Ed Worthen's estate, as one of his beneficiaries passed away before accepting money.
- Kitchen installation - Group discussed again possibility of installing kitchen ahead of opening new library. Finishing the kitchen with rest of build (vs. later on) could cost less, but is also one thing that could be done later if necessary. It was suggested that the kitchen be pushed out as a naming opportunity, to attract donations; possibly with a matching opportunity. We will see if Nate Hayward can provide a cost estimate, to help decide timing.

Communications committee report

- KK notes that James Brightwell continues to be a superstar in coordinating communications. Committee is generally meeting twice per month.
- Capital Campaign / Snow Farm Vineyard event - Rick Norcross concert fundraiser at Snow Farm Vineyard attracted a full room. It pulled in \$1,000 and netted just under \$700 after subtracting costs.
- Grand Opening - Sandy Gregg reports that the Worthen Society will have an event on July 19, with the grand opening the next day, July 20.

- Logo design proposal:
 - KK met with Kathleen Swanson and Karen MacLeod at the new building to look at reading room space that will be donated in Jude Schofield's memory. Karen will be working on custom sign, and has provided a quote to develop logo and additional sign design for library.
 - KK also went to Vermont Trophy and Engraving to research options for various other sign and label needs.
 - It was noted that we should also consider how we will make sure other donors selecting naming opportunities will have their names incorporated, or whether everyone will want to have their name be conspicuous.
 - KC noted that we will need to also be aware of how practical signs and labels that patrons rely on to navigate the space are clear and easy to find, aren't overwhelmed by donor signs.
 - The Board debated whether to accept Karen MacLeod's proposal. Some discussion about whether a simple "W" could suffice rather than a custom logo design, and about whether coordinating visuals across Jude Schofield's sign and other signs would be beneficial. Several agreed that the cost seemed reasonable for what the Library would get.
 - AB moved to hire Karen McLeod. MH seconded. Approved unanimously.
 - KK will reach out to Karen. MH requested that we talk with her about a timeline and signage sizing.
- **Capital campaign** - MH noted that the Library has a Fidelity account now. She needs to get a login for online access.
- **Library name** - The Board continued the discussion about a request to include "South Hero" in the library's new name. It was noted that there are many examples of libraries and other public institutions using names (Burnham Library, Folsom School). It was noted that public institutions do take on some risk when naming buildings after individuals (their character

is tied to the institution). It was agreed by Board to keep name as the Worthen Library officially, as previously decided.

- **Library checking account** - Going forward, Library checks will be signed by the town Treasurer and Select Board (Kim Julow and Janet Yates), rather than Keagan Calkins and Melissa Hood. The Board will have decision making powers with regard to how and when to spend money, and will continue to approve invoices at monthly meeting. KC will write checks and bring to Kim to sign, to make sure they're mailed out quickly.
 - AB moves that if a bill is due prior to the next Board meeting, we designate any two Board members to sign payment request forms. EG seconds. Approved unanimously.
 - MH moves that South Hero's Town Clerk/Treasurer and her designee be authorized as signers of the Library checking account. EG seconds. Approved unanimously.
- **Friends of the Library update** - KC reports that the Friends are meeting at the new building tomorrow to do a tour. They would like to be looped in with Communications committee emails/minutes and with library Board, especially in regard to event planning.

New Business

None

Meeting adjourned at 7:29 PM.

Next meeting of the Library Trustees will be Thursday, May 16 at 5:30 PM, rather than May 8, due to scheduling conflicts.