

South Hero Library

Monthly Meeting – Board of Trustees

Thursday, May 16, 2019

Attending:

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

Library Director: Keagan Calkins

Public: 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 monthly meeting and the special meeting on May 3:** Annie Brabazon moves to approve minutes from meeting of April 3 and May 3. Luke Tremble (LT) seconds. Motion approved unanimously.

Library Director's Report

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

Old Business

Construction update

- KK reports that the building has been repainted inside; the big fan and lights are in; floors are getting tiled; siding and rails starting to go up outside. Can't say with certainty whether we're on track for move-in, but things are happening fast.
- Big things that remain:
 - Kitchen: Jim from Hayward Design Build has said that installing kitchen with updated design now and bringing it up to code would cost \$13,990 (not including appliances). SG notes that tariffs going into effect soon will impact appliances, suggests specing and pricing out soon.

- To save costs (about \$2,600) Jim recommended that tower lobby walk-off mat be replaced by tiling.
- Going with W.B. Mason for toiletry items in bathrooms could save \$950 more.
- Circulation desk will cost about \$6,000 including paneling around desk.
- Furniture will be about \$37k total - \$34k from office environments
- AB moves to accept additional budget items as proposed. LT seconds. Approved unanimously.

Move update

- Picture books have all been removed from collection. Everything should be pulled by June 3, which is the date we switch to Koha system. Everything will be entered into the new system.
- When KC finds out from Jim what date we can legally move in she will start to get volunteers to help move boxes of books over. Not sure yet if she'll have to close for the move - would like to avoid or minimize, especially with lots of events on the calendar. She emailed principal to see if we can open during the day while teachers are here in the few days after last day of school.
- KK asks if there is a target date to have everything out of school library? KC guesses July 19 - hard to predict without knowing when new building will be done. The space at the old building should be available if we can't get everything into new building by opening, since school will be closed.

Worthen Library logo design

- KC: Nothing additional has happened since initial designs. Need to get a timeline from Karen.
- Board reviewed logo designs together. Generally leaning toward options #2, #7, #8; like the like the Palatino(?) typeface; like the colorful logo with color blocks.

Capital campaign update

- Recent donations:
 - We got \$25K from anonymous donor
 - Donation from the Gregg & Sahler family for \$10K, for the kitchen
 - Brick campaign is starting to get money.
 - \$25K additional expected from Ed Worthen's estate

- Kathleen Swanson has joined the Foundation board, has provided a good, fresh set of eyes to look at fundraising opportunities.

Communications committee report

- SG: brick campaign hit the Islander this week. KC has gotten good feedback. Applications are at KBV.
- KK: committee is meeting next Tuesday.

Grand Opening

- This is the biggest commitment for the communications committee now. Will have more figured out by next Trustees meeting.
- Worthen Society Celebration will take place Friday, July 19 - the day before the July 20th grand opening.

Worthen Library hours

Tuesday	9am to 6pm
Wednesday	9am to 8pm
Thursday	9am to 6pm
Friday	9am to 3pm
Saturday	9am to 2pm

Hiring a library assistant: KC has three interviews for the library assistant position. Hoping to hire in time to start for the new fiscal year (July 1st).

Library internet and phone service provider: Comcast has been hired

Furniture update: Furniture has been ordered mostly from Office Environments, some childrens furniture from WB Mason.

Landscaping: Sandy Gregg has ordered topsoil and has enlisted the Grand Isle Garden club to help with the plantings along the south and east side of the building.

Sign for new library: Will will postpone discussion of exterior signage until later

New Business

Fourth of July: The library will participate in the parade with a simple float highlighting the grand opening of the new Worthen Library.

Budget update and review: Spending is on target for the fiscal year that ends 6/30/19.

Signage inside the new library: The board discussed how to move forward with signage in the library denoting spaces that were gifted by donors. A motion was made and seconded to contact donors to share our ideas for signage (a standard placard displaying their name) and explain that although the reading room sign will look different our hope is to keep a consistent look to all future donor signage.

Executive Session: Library Director review -The board agreed to table this discussion until the June meeting.

Meeting adjourned at 8:15 ish PM.

Next meeting of the Library Trustees will be Wednesday, June 19, at 6:00 PM, rather than June 12, due to scheduling conflicts.