

South Hero Library
Monthly Meeting - Board of Trustees
Wednesday, June 19, 2019

Attending:

Board members: Ken Kowalewitz, Elissa Giroux, Luke Tremble, Annie Brabazon, Melissa Hood
Library Director: Keagan Calkins
Public: Sandy Gregg, Gretchen Patterson, Jim Brightwell, Mary Harwood

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. KK requests moving the Communications Committee update to the top of the agenda, so that attending committee members don't need to stay for the whole meeting.
- **Public comments:** None voiced.
- **Review and accept the minutes from the previous monthly meeting:** Tabling approval of minutes May minutes until July meeting, to allow more time for review.

Communications Committee & Grand Opening update

- July 19, 7-9 pm: Worthen Society soiree
 - Friends of the Library will greet people at the door, will offer tours.
 - Rob Swanson will take photos of people, there will also be a photo booth.
 - 7:45 speakers: Ken Kowalewitz, Kathleen Swanson, Ray Jacoby
 - Foundation table, Worthen Society tables with info
 - Worthen Society invitations going out next week.
- July 20, 10am - 12pm: Grand Opening
 - Ben and Jerrys providing ice cream. Bouncy house. Popcorn. Governor Phil Scott and State Librarian Jason Broughton invited. Ribbon cutting at 10:30ish. Speaking starts at 10:15. Friends will do tours. Press release will go out in 2 weeks.
- KK: Friday and Saturday events are all hands on deck - Trustees should let KK know if they can't make it to either. Trustees should be there early to help @ 6pm Friday.
- KK: Reminder that we don't own the new library until the closing, which is pending. Mick Leddy will talk to Hayward Design Build's attorney next week. We can start moving in after closing, most likely the week of July 8.

Library Director's Report

- Long-time Library employee Penny Cunningham joins the meeting for a minute to announce that she'll be bowing out of working at the library on Wednesdays, as a new assistant will be starting.
- KC announces that we're live on the new Koha system. KC asks about the bill for this. MH says Foundation will reimburse library. Patrons still using old system for now, until we roll it out fully.
- Candidates will be interviewing this week and next for the library assistant position.

Old Business

Construction update: KK reports that the rug is in on the second floor, he believes the exterior is done. We seem to be on track with the timeline.

Hayward bill #4: We received the 4th bill, for \$381,059. AB moves to request that the SH Library Foundation pay Hayward development's bill in amount of \$381,059. LT seconds. Approved unanimously.

Insurance: Melissa Hood reports that she spoke with Pam at the Vermont League of Cities and Towns. Well give the town the cost, which will be pro-rated (Jan.-Jan. cycle). Town will be billed, then Library will get billed in turn by town. Once we have certificate of occupancy appraiser will come, inspection will happen. "Data media equipment" will be included in policy, as well as the building. This policy will supplement what's covered under the town's insurance. It will be active as of the date we give them, which will likely be the closing date once we know it. MH is still communicating with Pam to iron out details about what "contents" are covered.

Moving update:

- KC reports that the kids' books that belong to the community library have been removed. We will need to wait to recatalog everything in Koha until we have shelves. Adult books: we'll just move stuff as it is, don't need to rearrange anything at this point.
- KC does think we should close 3-4 days before we move, so that we will have time to re-catalog things. It's decided that the Library will be closed July 15th - 20th.

Current library furniture: Conny Thoma has lined up people to take some of the shelves, but doesn't want to do that until we've moved and the Board has given permission for them to be sold. Folsom School will take some of the other furniture. AB makes motion to relinquish furniture, shelving and seating to Folsom School library. EG seconds. Approved unanimously.

July 4th parade: We will do it, but will keep it simple - make it a moving advertisement for the new library. KK will confirm with Ray that we can get the float.

At 6:54pm, the Board moves into executive session to agree to the terms of the 2019-20 contract for the library director.

The Board exits executive session at 7:25 and meeting is adjourned.

Next meeting of the Library Trustees will be Wednesday, July 10, at 6:00pm.