

## **Worthen Library**

Monthly Meeting – Board of Trustees

Wednesday, July 10, 2019

### **Attending:**

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

Library Director: Keagan Calkins

Public: Sandy Gregg

### **Call to order @ 6:02**

### **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:** Sandy Gregg (SG) expresses thanks to Luke Tremble for helping to coordinate purchase of plants/landscaping items and use of his employee discount at Gardener's Supply.
- **Review and accept the minutes from the previous monthly meeting and the special meeting on May 3:** Annie Brabazon (AB) moves to approve the minutes from meeting of June 19 and May 3. Melissa Hood (MH) seconds. Motion approved unanimously.

### **Library Director's Report**

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

- KC hired 2 assistants: Heidi Chamberlain will work 9.5 hrs/wk and Folsom teacher Laura Myler will work 5.5 hrs/wk.
- KC did some shopping for computers and a TV. We'll take 3 computers with us from old library. We'll need to buy 6 or 8 - KC is going to double-check what was discussed. KK will help review TVs and MH will look at computers, printer.
- Cleaning service quote we got was twice our budget. KC was asked to try to get 1-2 more quotes for comparison.

## Old Business

- **Final construction update** - KK reports that construction is nearly complete!
  
- **Moving timeline**
  - Closing on new building next week. Town's lawyer Matt Little, Library's lawyer Mick Leddy will be present. Date is set for Monday. Need to make sure punch list is complete before we close. KK feels confident that we'll meet deadline.
  - KK notes one expense we didn't account for: title insurance. KK will know more about this in the next few days.
  - MH will request start date of 7/15 for insurance, and will verify what contents are covered in the policy.
  - KC reports that on Sunday from 9AM - 2PM we'll start moving books. We will continue moving books through Thursday if needed, but she thinks it may be done before then.
  - KC confirms that the local news station is coming on Monday to film people moving books.
  - KC notes that adult furniture will be delivered on Tuesday; kids' furniture is getting delivered throughout the week.
  - Friday afternoon KK and KC will meet with Nate Hayward's team to get keys, lock building and learn how to run the building (a/c, elevator, fan, etc.)
  
- **Communications committee report**
  - Committee met last week, meeting again next Tuesday. Last meeting focused on plans for Worthen Society party Friday night and grand opening Saturday.
  - Press release went out in this week's *Islander*, about the grand opening. (The governor will not be attending.)
  - Group is meeting at the new library Wednesday to do a dry run ahead of the events.
  - Trustees are asked to arrive at 6:00 on Friday for the 7:00 event, to help set up.

- **Grand Opening update**

- Jan Little and a group of kids will be playing music.
- Sandy Gregg notes re: landscaping that we'll be getting a bill from Canamak Farm for soil and mulch.
- AB asks whether we've invited former librarians, board members to the events? Some discussion about specific people who have been and should be reached out to.

### **Worthen Library rebrand**

- EG requests a review of South Hero Library branded items that still need to be updated with new name and logo.
  - Name, mailing address, website will need to be updated on library cards, printed materials
  - EG and KC will make updates to website during the week of the move.
  - Permanent signage does not need to go up right away at new site. Worthen Library banner sufficient in the short term but the association will want us to add a permanent white sign on the board listing businesses.

**School Bus** - Some discussion (not on agenda) regarding whether school bus will stop at the new library in the fall. KK notes that conversations are underway to gather feedback. South Burlington high school is ok with idea. Kim Julow raised concerns about potential safety risks with bus and kids in line of emergency vehicles' path. Nate can help get feedback from the association.

### **New Business**

None

**Meeting adjourned at 6:48 PM.**

**Next meeting of the Library Trustees will be Wednesday, August 14 at 6:00 PM, at the new community room.**