

*****DRAFT*****

Worthen Library

Monthly Meeting – Board of Trustees

Tuesday, Feb. 12, 2020

Attending:

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

Board members absent: Melissa Hood

Members of public: Sandy Gregg

Library Director: Keagan Calkins

Call to order @ 6:00 PM

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. No adjustments
- **Public comments:** No comments
- **Review and accept the minutes from the previous monthly meeting:** Annie Brabazon (AB) moves to approve minutes from meeting of Jan. 12, 2020. Elissa Giroix (EG) seconds. Motion approved unanimously.

Library Director's Report

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

- Upcoming events: Community Story Time
- Elsa planned a Gen Z Karaoke party for 6th grade up.
- Crows and Ravens had 85 people and other Winter Wednesday event about birds had 47 people; tomorrow is 3rd in series.
- Annual Report for state is completed.
- Summer author: Louise Penny said no; Chris Bohjalian said not this year but keep in touch. Archer Mayor said yes. Event will be held July 10, 2020 6 pm.
- Price for courier delivery has gone up to \$20 per stop from \$15; this costs the Worthen about \$260 more per year but still tremendous savings.
- Keagan on vacation February 22-29. Coverage and events all planned.
- Keagan sent a proposal to the Vermont Correctional Facility for more shelves for juvenile fiction. They sent a quote and a plan for the shelves which includes: two more sets of tall shelves and additional round shelf. These additions will provide more space for books but because of mobility are not expected to impact ability to host large events. The quote

was fair less than the original shelving purchased for the building but is about \$800. Can keep adding shelves incrementally as needed.

- Lego sets that were donated have been very popular check outs.
- Snow shoes picked up in popularity after the big storm.
- Nailing down summer plans and hope to have non fiction done by May.

Old Business

- **Vacant Board Seat:** AB's last meeting and KK thanked her for her service.
 - Luke referred Liz Wirsing for the open position; she has her petition signed. Liz's professional skills bring a good skill set to the group and she is also a life time resident of South Hero.
- **Sign Policy Document:** has been signed and will be sent to Melissa for her signature
- **Memorandum of Understanding with the Town of South Hero**
 - Was sent to Dave Carter for feedback. Draft looked at last meeting did not include #5 item for insurance. David wrote #5 and was fine with everything else
 - The Select Board has not yet passed it.
 - AB made motion and EG seconded the motion to accept the MOU with the Town as presented.
 - A copy will be attached to the minutes with signatures.
- **Foundation Update:**
 - Following their Annual Meeting January 25, 2020, the Foundation board plus several additional people met February 1 for the first of a two part planning session. The discussion centers around the mission of Foundation as opposed to the Board of Trustees, as well as what the Foundation needs to accomplish over next few years. The Foundation expense budget is set for about \$38,000. In addition to the expenses, the Foundation is charged with raising the funds necessary to meet the uncovered operating expenses of the Library. Both planning sessions have included Jim Brightwell and Marcy Zwerlink, with Marcy as facilitator for the discussions. The second planning session will be held February 13, 2020.
 - The Foundation has set a goal to raise a \$2,000,000 Sustainability Fund to provide a secure cushion of support for operations.
 - EG raised a question raised about a summer annual gathering., Discussion is that this is a Foundation event, and could include the Worthen Society annual event for donors.
 - Putting a sign on the outside of the building this summer is a priority and should be done in partnership between the Foundation and the Trustees. The Foundation will pay for a sign and will input from the Trustees on design etc.
- **Town Meeting Representation:**
 - Four areas for conversation at town meeting include:
 - Sell the budget
 - Give a report similar to Library Director's report on usage, etc.
 - Library statistics
 - Melissa's data showing how library's expense affects their tax bills

- Keagan has ideas about how to highlight statistics with pictures and fun facts of Story Time, etc.
- Partnerships with CIDER, Land Trust, other ways connecting with community should be included.
- How should information be presented?
 - Slide show of pictures with facts between on table outside Town Meeting so people can see it when they walk in, perhaps include handouts
 - Ken will talk about how great Library is and what we've done using 5-8 bullet points about what's going on and hold this more as a conversation with those present.
 - Informational Town Meeting is Saturday, February 29, 2020
 - Information needs to be developed this week so it is ready before KK and KC vacations.
 - Question was raised about how to address any objections to what some see as controversial programming. KK suggests addressing this type of objection by referring to Library policies against censorship and the policy that states that patron complaints be treated with respect and any specific complaint be examined by Board. Overall sentiment was to stay firm with the message that a public library can and should be open to all opinions and open to discourse.

New Business

- **Budget and Finance Update:**
 - HOA fees pretty much on target
 - Office supplies are over because of a lot of book processing
 - Buildingh supplies includes things such as a vacuum cleaner not purchased as part of the build.
 - Technology line is over budget because of the cost of the big screen TV which was also included in the original build budget.
 - The TV and other large items, such as computers, file cabinet, etc., are all items to be reimbursed by Foundation as part of the cost of the new building.
 - Heating/Electricity pretty much on target for half a year.
 - Professional Development – most things are free; have not yet been charged for conference KC will attend in May. KC is looking for other professional development opportunities as well.
 - Question was raised about the capital improvement line: this is money saved for future needs.
 - KC will develop a list of items that should have been included as part of building but that have not yet been purchased.
- **Parent Child Center** will have to pay for space in school building and have approached the Library about using space five days a week year round while they are looking to build a new site. Discussion was that this type of usage could cause a lot of extra costs for cleaning, etc. and make it difficult to run Library programming. Consensus of discussion was to say no because the Library is not the right kind of space for this type of program.
- Sandy raised issue of electrical vehicle equipment service program. South Hero is one of the state's priority locations. The Planning Commission discussed good places for people to hook up and recharge, with one being the Town Office and one Library. Sandy will look into finances with the state because whoever owns the meter can make some money on it. Could potentially use three parking places for this purpose. Sandy to report back on it. Right now, the closest public charging station is at the CVS in Colchester.

- A question raised about whether or not there have been HOA meetings. This will be examined.
- KK represented the Library at Efficiency Vermont presentation for best small commercial construction award. There were photos taken with several people, including David Roy. The PR Committee will publicize this.
- KC and KK were interviewed by 7Days at this event for inclusion in a feature on libraries. It is anticipated to be the lead article in the February 19, 2020 paper.
- Discussion was held on ways to get more information out about library news, events, etc. EG suggested a series of blog posts etc. that can be hosted on the webstie and then referred back to through FPF etc. using links.
- There was additional discussion on role of Foundation Board and the Trustees, which is part of planning sessions.
- Award not yet presented because need to find the plaque, which is full, and also order a new one for the presentation.

Meeting is adjourned at 7:04 pm

Next meeting: Tues., Mar. 3 @ 6:00 pm (note change of date due to school Science Fair)

Town of South Hero and Trustees of the Worthen Library Memorandum of Understanding and Occupancy Agreement

This agreement is between the Town of South Hero (Town) and the Worthen Library. The Library currently receives financial support from the Town for its normal operations. The premises and land at 28 Community Lane South Hero Vt have been acquired by deed by the Town.

Obligations

The parties each agree that the the following terms, conditions and obligations set out herein shall apply to both the Worthen Library and the Town of South Hero

1 - The Library Trustees shall submit annually a request for funding for the following fiscal year. The request shall be submitted no later than the first Selectboard meeting of November. Once approved by the Seletboard it shall be included as an article to be voted on at Town Meeting.

2 - The Library Trustees will be the governing body of the Worthen Library. The Trustees are elected at Town meeting subject to terms as outlined in the Library bylaws.

3 - The Library Trustees shall ensure that the premises are properly maintained.

4 – The Library shall comply with the appropriate standards set forth by the Vermont Department of Libraries.

5 – The Town of South Hero shall cover insurance for the building and casualty. The library shall include Worthen's compensation, contents, and personal property insurance in their budget. The Library will reimburse the town for the premiums for 28 Community Lane.

6 – The Library Director will be a Town employee hired and overseen by the Library Trustees. Library personnel will be Town Employees subject to hiring and managing by the Library Director.

This agreement shall be for one year and shall automatically renew unless either of the parties provides a 90 day notice of non renewal prior to the renewal date. For purposes of this section the renewal date each year is December 1st.

