

*****DRAFT*****

Worthen Library

Monthly Meeting – Board of Trustees

Tuesday, Apr. 14, 2020

Meeting held via Zoom video conference

Attending:

Board members: Ken Kowalewitz, Elissa Giroux, Melissa Hood, Liz Wirsing

Members of public: Doug Patterson

Library Director: Keagan Calkins

Absent: Luke Tremble

Call to order @ 6:04 PM

Preliminary Business

- **Election of officers.** Elections started with a discussion of the changed role of treasurer as the Town Clerk has resumed taking care of finances for the Library. The decision was that there is value to retaining a Treasurer position for other duties.
 - Elissa Giroux (EG) nominated Ken Kowalewitz (KK) for Chair. Liz Wirsing (LW) seconded. Ken accepted. Approved unanimously.
 - Treasurer: EG nominated Melissa Hood (MH). Ken seconded. Passed unanimously.
 - Secretary: Discussion held on the changed role of secretary when there is a designated minute taker. It was decided that there will be other secretarial tasks not handled by the minute taker and that there also be a back-up minutes taker from the board. KK nominated EG for secretary, noting that minutes are outsourced to recording secretary for the foreseeable future. MH seconded. Passed unanimously. LW volunteered to act as backup minutes taker.
- **Review payment orders for approval:** The Board circulates invoices for the month. All are reviewed, approved and signed. Library Director pointed out variances in the due to building closure such as reduced cleaning services and utilities. Costs that have risen include several for online resources and for acquisition of children's non-fiction resources, which are necessary since the Town and School collection were separated. It was deemed appropriate to spend about one quarter of the library book budget on this area for a total of \$2,479.50 for the year. Keagan also detailed a revised protocol during online meetings. Trustees were asked to review bills delivered by PDF and print and sign the payment summary sheet and scan the signed summary sheet to Keagan.
- **Agenda adjustments:** Ken Kowalewitz (KK) asks if there are any adjustments to the agenda. There are none/
- **Review and accept the minutes from the previous monthly meeting:** Two sets of minutes, the first from the regular meeting held March 3, 2020 and a second set from a

Special Executive Session meeting held March 25, 2020, were brought for approval. LW motioned that both sets be accepted. .MH seconded the motion. Approved unanimously.

- **Public comments:** None.

Library Director's Report

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

- Programming through May is postponed. Most of this programming was through Vermont Humanities Council, which has postponed or cancelled everything through May due to the Governor's stay at home order.
- The Library has received a performer grant and now have until October to use this funding. It can be used for a remote performance.
- Planned summer programming is not yet cancelled but is up in the air; Keagan is looking at how to do a summer reading program on line if it all has to be virtual. This could be a good model going forward.
- Keagan has started more online programming including a weekly short story discussion and putting several Story Time videos online.
- Keagan is going to library weekly to do cataloguing, check books back in, etc. and has been calling high frequency (especially older) library patrons to see how they are doing and if they need anything.
- LUV usage went up by almost 50 checkouts in March. April is anticipated to be even higher. Keagan invested more money into Overdrive to add features that increase the number of holds and a few other things for patrons.
- Even with being closed half of March people checked out more books that month than the same time period the previous year.

Trustees then addressed the Question to Keagan: How do you see getting back to normal activity when stay at home order is lifted?

- Regular programs can pick up where we left off. Movies can resume.
- Some programs may be hard to reinstate as some people may be reluctant to jump back into large group gatherings.
- Right now publishers have eased up on allowing posts of people reading picture books virtually as long as it isn't a permanent post. This is not anticipated to remain permanent due to copyright issues. This also addressed a suggestion that Story Time could remain as a virtual option in the future.
- Keagan is looking for advice from other libraries to see how they are rolling things out as restrictions ease.
- People are starting to feel pent up. Whenever stay home order is relaxed people will go out and do things. Library will be a destination for people. We need to be thoughtful about how to do programming while also retaining distancing.
- There will likely be restrictions as the "spigot" opens and it's hard to predict what these might be.

- Question was raised, can we offer curbside options once the library re-opens for people who aren't comfortable coming into the building? Keagan says this will work with our population. She is also waiting for a definitive answer on the questions of how long this virus lives on paper.
- Keagan is working on ideas for what getting back into full swing will look like while also planning for not being able to get back to regular operations.

Old Business

Doug Patterson from the Town Development and Review Board was present to discuss library signage and the town regulations.

The understanding is that signage be created for the condo sign as well as for the building, front and back. There is a question before the Condo Association and an answer is expected back at the end of the week from Nate Hayward regarding exactly what can be put on the communal sign.

Doug explained that the Town regulations limit the size and number of signs that can be put on the building. They do not have specific regulations regarding aesthetics. Signage regs state that there are three options, all of which can be pursued:

- One sign up to a maximum total of 20 sq ft. affixed to the building. Free standing letters like those on the fire and rescue building are measured from beginning to end of letters plus the height of the letters.
- A maximum 6 ft. sq. sign placed perpendicular to and attached to the building.
- One entrance sign of a maximum of four feet sq. ft. .

Discussion centered around primary sign on the building. It was recommended that someone get a rough design from Design Signs of Essex Vt. Various locations on the building were discussed. The Trustees agreed that the logo is best used on the condo sign whereas sign on the building should be permanent and age well. Needs to be classic design, less whimsical and more linear. The suggestion is to use simple metal lettering.

Ken has received emails from Sandy Gregg, who stopped in and spoke with Tom Juffrie of Design Signs VT of Essex who also did signs for Wally's and CHC and is doing the signage for Nate's new building. Design Signs needs 10-12 weeks to create and install the sign. Readability is key. Keep it simple.

The question was raised about where to use 6 sq. ft. and 4 sq. ft. signs. One should be designated for the rear entrance. It was also noted that the primary Fire and Rescue sign doesn't comply with ordinance and required a variance from the Select Board.

The hope is to have the sign installed in time for the scheduled July Worthen Society celebration as this is when, over the past three years, we have celebrated milestones for building.

The recommendation was made to go back to Design Signs and to check in with architect David Roy. Because of timing, this will need to move forward before the next Trustees meeting in May so that the sign can be ready.

Ken will reach out to Sandy Gregg and work with her and Design Signs to convey the Board's conversation and report back to determine whether or not another trustees' conversation is needed before May.

- **Foundation Update:**

- Development committee has been meeting every two weeks. Next meeting is April 23. They are considering various fundraising activities including a final push for brick sales so that the patio can be installed and unveiled in July.
- The Committee is also communicating with donors about Library activities during these times as well as the financial needs of the Library. They are also calling donors to check in with them..
- Ken added that this is a great group of people who are still poking away.

New Business

- Thank you to Keagan for keeping everything going and to everyone doing development and communication.

Meeting is adjourned at 7:06 pm

Next meeting: Tues., May 12, @ 6:00 pm