

*****DRAFT*****

Worthen Library

Monthly Meeting – Board of Trustees

Tuesday, July 14, 2020

Meeting held via Zoom video conference

Attending:

Board members: Ken Kowalewitz, Liz Wirsing, Melissa Hood, Luke Tremble

Absent: Elissa Giroux

Members of public: None

Library Director: Keagan Calkins

Call to order @ 6:04 PM

Preliminary Business

- **Review payment orders for approval:** Summary of Bills circulated pending ability to electronically distributed to the board for review.
- **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:** The minutes from the June 9, 2020, meeting were brought for approval. LW motioned that the minutes 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).

- Subscription boxes going great. 75 kids from 35 families signed up. This is higher than regular average for summer events. Volunteers have been helpful putting boxes together as they can be time consuming.
- Letting people come back to volunteer as they want to.
- Usually at least one patron at all times is in library. Sometimes more but everyone is mindful of space and use of masks and distancing. Picking up plexiglass and sanitizer from state tomorrow. Already have plexiglass in place at front desk but extra will be good to have.
- Have 24 copies of Hate U Give for Vermont Reads, events all in newsletter and will be in Front Porch Forum and Facebook.
- Book group will be reading authors of color.
- Renewing contract with Green Mountain Library consortium.
- Statistics: Up 70 books on LUV than last year. Have been fielding questions about how to access remotely. Circulation is up 20 books from June 2019 to 568 books.
- Have had a lot of people come in to print out tax documents. Have printed out 1040 to give to people. Young people the last few days come in and park but they are using masks and stay by themselves. Probably don't have internet where they are.

- All the kid's furniture and toys moved into the community room and kept away from people. Finding most parents don't want to hang out. Come in and get books and leave.
- State library leaving opening up to individual libraries. Messaging similar to what it has been with no specific end date in site.

Old Business

Birthday Celebration: Saturday, July 18, 2020. Story Book Character Scavenger hunt, kids can come and get popcorn and cookies, collecting money for Grand Isle Foodbank. 10-11 AM. People can get out of their cars, walk around look at the bricks. Signage looks good too.

Development Committee Report: Group meets just about every two weeks to discuss how to keep library in public eye and raise money. Last meeting focused on Birthday Celebration and communications to keep in front of public. Have had ads in Islander. Letter went out to Worthen Society members. Kathleen Swanson and Ken making calls to donors. Kathleen has been able to get a major gift.

Foundation Update: Melissa has resigned as Foundation treasurer. Melissa's role was incredibly valuable in getting the Foundation and fundraising up and running. Thank you! Melissa will work with Marti Kiser, new Foundation treasurer, to get her up and running. Marti is a retired CFO, enthusiastic and energetic. Sandy Gregg recruited Marti. Foundation has about \$300,000 in the bank. This is a great cushion. Year-end fundraising is in the planning stages. Also thinking about next year's budget – keeping in mind where we might have to make cuts if need be.

New Business

Fiscal 2019-2020 Final Budget Summary: Foundation reimbursement line represents expenses paid for out of Foundation money. Professional development money wasn't spent because of shelter in place. Melissa did great job of estimating how much it would cost to run the building. While possibly slanted by virus, staff continued to be paid. Did stop paying cleaners, but had to buy new things to move into the building and to accommodate reopening. There are two separate sheets, one for Foundation reimbursements. Melissa asked about compost. Does the Library need to have a separate receptacle for compost? Might be good to check in with other tenants to pool resources. \$5,000 grant from VAC not reflected in the balance as it will be paid in July.

There will be no meeting in August. Next meeting will be in September.

Question raised whether there might be a way to create subscription boxes for adults or other groups? Keagan will consider.

Meeting is adjourned at 6:57 pm

Next meeting: Tues., September 8, 2020 @ 6:00 pm