

*****DRAFT*****

Worthen Library

Monthly Meeting – Board of Trustees

Tuesday, September 8, 2020

Meeting held via Zoom video conference

Attending:

Board members: Ken Kowalewitz, Liz Wirsing, Elissa Giroux, Luke Tremble

Absent: Melissa Hood

Members of public: Sandy Gregg

Library Director: Keagan Calkins

Call to order @ 6:03 PM

Preliminary Business

- **Review payment orders for approval:** Summary of Bills circulated electronically to the board for review. There will be reimbursements from the Foundation for signs, online giving.
- **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 July 14, 2020, meeting were brought for approval. LW motioned that the minutes be accepted. EG 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).

- Fall Story Time will begin outdoors
- VHC book discussion "The Hate U Give" is September 16 outside if weather permits
- Library magazine subscriptions: 4 for children, 4 for adults. Can be increased. Have sent out survey to patrons.
- Staff cataloguing for adult nonfiction, adding signage
- Lot of demand for computer and internet use, with some time limit exemptions made for these patrons
- Considering hosting classes in the library after we see how back to school activity works
- Listen Up Vermont, 263 audio books, 269 e-books July and August
- In person loan stats July and August: 2,371 books, 53 audiobooks, 258 DVDs, 7 large print, one puzzle

Old & Ongoing Business

Development Committee Report:

- Fall Fundraising Campaign: Fall mailing to be dropped at post office within the next week to keep ahead of Election Day frenzy. There will be a series of reminders through

the end of the year for donors. Trustees and Foundation board will help personalize letters.

- Social Justice Forum: Being planned for week of October 19. To be held via Zoom. Three people of color invited to talk in panel format. Jason Broughton. Bishop Shannon MacVean Brown and Emily Bernard invited. Key will be selecting a strong moderator.

New Business

2021-2022 Budget thoughts: Budget goes to Select Board for approval for inclusion on ballot in March. In the past, they have asked for budget to be discussed in November.

- Past year is first full year in the building, even with being closed for two months. Basic operating cost projections are very close to actual.
- Spending for library operations doesn't have to increase a lot.
- Question raised if we can level fund for a year. Also to look at what can be cut.
- Spending over past year has been filling holes in collection, furniture, etc.
- Next month's meeting more detailed numbers will be discussed.
- Question raised about HOV fees since there are now more buildings.
- Ken will check with Nate about condominium meeting and dues for coming year.

The Annual Vermont Department of Libraries Trustees Conference will be held Sept 21-25. All online. <https://libraries.vermont.gov/2020TFCschedule>. Of interest to Trustees who want to broaden information on role as Trustee.

Meeting is adjourned at 7:05 pm

Next meeting: Tues., October 13, 2020 @ 6:00 pm