

*****DRAFT*****

Worthen Library

Monthly Meeting – Board of Trustees

Tuesday, October 14, 2020

Meeting held via Zoom video conference

Attending:

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

Absent: Liz Wirsing

Library Director: Keagan Calkins

Call to order @ 6:04 PM

Preliminary Business

- **Review payment orders for approval:** Summary of Bills circulated electronically to the board for review.
- **Agenda adjustments:** Ken Kowalewitz (KK) asks if there are any adjustments to the agenda. Ken to report on Trustees Conference.
- **Review and accept the minutes from the previous monthly meeting:** The minutes from the September 8, 2020, meeting were brought for approval. EG 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).

- Awarded \$520 Courier grant.
- Financial documents from FY19020 submitted to Town
- Trustees need to sign Memorandum to release tax funds
- Working with SHLT again to present winter programming
- Outdoor Story Time is moving inside and online
- Keagan attended ARSL Conference
- Library looking into Kanopy, a video streaming service
- As of today, 152 people are signed up for Racial Justice forum
- Purchasing more shelving for children's collection
- Stats September 2020: LUV 195 (126 audio, 69 ebook); compared to 2019, 171 (120 audio, 51 ebooks). Loans: 805 books, 21 audiobooks, 86 dvds. Full stats in Director's Report

Old & Ongoing Business

Development Committee Report:

- Fall Fundraising Campaign: Letters are all and gifts are coming in, with new donors and returning donors. There will be three e-news reach outs to support the campaign as well as a #Giving Tuesday campaign December 1.

Ken thanked the committee. He also reported that he hopes that we can have 100% participation from trustees to help leverage ability to sell our story to community.

If you see people around town, tell them what's going on. Limited ability to reach out so this is one way we can remind people that the library is an active part of the community.

- Social Justice Forum: Panelists are all prominent black Vermonters and were first choices and all said yes. Moderator will ask set questions and Keagan will moderate chat questions. Recording so it will be on the website. It will also be close captioned.

Ken suggested that, if there is negative feedback, talk to him and Keagan. And take the high road with healthy and appropriate response.

Elissa asked about protection against Zoom bombers. Using the webinar format should help control that. Keagan will be the only person seeing chat questions.

New Business

Spending Budget Review July-September:

- Flat funding for next year, with expenses same as prior years with exception of a 3% increase for staff.
- Health insurance lower to help cover salary increase and reflects staff covered by family.
- Still have not received a water bill
- Building supplies down because of new building. Maintenance also reduced.
- Bottom line is \$40,000 needed from Foundation/fundraising
- Question raised about need for technology. This fluctuates but should have in budget.
- Question raised about things that may be more in demand given the Covid situation. New puzzles may be good. Keagan will think about it.
- Surplus from previous year is used up.
- Question raised about operating on same budget a year from now. Hard to predict how next summer will be but Keagan confident that budget will work.
- Town approved \$95,000 March 2020. Recommendation to request flat funding from taxpayers and use Foundation funding for the balance.

Motion made by EG to approve the FY 2021-2022 budget of \$135,596 of which \$95,600 will be raised by taxes, seconded by MH. Passed unanimously.

Annual Trustees Conference presented over Microsoft Teams. Kean attended several sessions. Strategic Planning – should be done next year. Last plan was 2014 and should be done every five years. Necessary to meet State standards. Also need a plan to show to donors for fundraising major gifts. Will schedule in coming year. Could probably get help from State Library department.

UVM Extension has an expert on public libraries who presented on budgeting. We are in good shape based on his recommendations. Need to tell people what we're doing. Should start to think ahead to create a 2-3 year budget in connection with strategic plan.

Compared to other Vermont libraries, we have been ahead of the curve on reopening. Thank you Keagan!

Meeting is adjourned at 7:05 pm

Next meeting: Tues., November 10, 2020 @ 6:00 pm