

*****DRAFT*****

Worthen Library

Monthly Meeting – Board of Trustees

Tuesday, November 9, 2021

Meeting held in person

Attending:

Board members: Ken Kowalewitz, Natalie Kendrach, Luke Tremble, Kristen Bartle, Liz Wirsing

Library Director: Keagan Calkins

Members of the public: none

Call to order @ 6:04 PM

Preliminary Business

- **Review payment orders for approval:** Summary of Bills circulated to the board for review.
- **Agenda adjustments:** Ken Kowalewitz (KK) asks if there are any adjustments to the agenda. There are none.
- **Public Comment:** None
- **Review and accept the minutes from the previous monthly meeting:** The minutes from the October 12, 2021 meeting were brought for approval. NK motioned that the minutes be accepted. KB seconded the motion. Approved unanimously.

Library Director's Report: Report submitted by Keagan Calkins (KC), reviewed by Board (see full report attached).

- Final report has been submitted for the Courier grant for Interlibrary loans.
- Check has been received for Human Services Facilities grant toward automating the front door. Installation will begin soon.
- Basket Raffle is scheduled to start the third week of November with drawings on the 5-7 pm the night of December 9th at the Library.
- Library has purchased new STEAM kits for upcoming activities, including a 3D pen demo and making your own glowing wand.
- Thank you to Natalie for organizing all the flyers by the front door.
- Summer reading materials are ordered for 2022.

Statistics strong across all categories. Kanopy use is increasing. See Library Director's Report posted online.

Old & Ongoing Business

Select Board Meeting Report: Ken and Liz went to the Select Board to present on the Library, where he praised Keagan and Library programming in general. Board members had several questions that may need some follow-up but there was not a lot of discussion.

Development Committee Report: Fall fundraising mailing to go out next week. It was held up due to supply chain issues with the printer. Follow up email blasts are planned. Meanwhile, year-end gifts have started to come in.

The Library has written a letter of support for a small AARP Winter Placemaking grant that, if funded, will support Town winter activities and ways to solicit comments from people on the new recreation field and Meeting Hall.

Release will be sent out about Kristen, the new Trustee.

Tent maintenance and storage: The Krebs family has graciously agreed to store the tent in their barn for the winter.

Question was raised about the policy for others who wish to use the tent. So far, two organizations have borrowed the tent and made donations in gratitude. Need a policy that covers waiver of liability as well as clarification on who puts up and takes down the tent as well as transportation. This will be on the December agenda.

New Business

Bylaws review: The bylaws are four years old and pre-date the Worthen Library. The board went through the document to identify where changes may be in order. The bylaws are accompanied by a policy and procedures manual.

First things to edit are the name of the Library and the Trustees. Question raised as to whether mission now extends beyond South Hero. Various other language items will be edited. Term limits need to be discussed as well as the language on Select Board's role in approval of new trustees.

Suggest language that covers open sessions during COVID, etc. as well as process for executive session and warnings for open meetings.

Other items were discussed and places where change is needed noted.

Trustees will make edits in a Google doc for adoption at a later meeting.

Trustee resources: There are many trustee resources on the State Library site and periodically, their listserv sends out additional resources specific to the Trustees. The Friends and Trustees listserv does not get daily emails. Ken suggests once or twice a year that the Trustees do one of the trainings together during a meeting.

Meeting is adjourned at 7:39 pm.

Next meeting: Tuesday, December 14, 2021 @ 6:00 pm in person.