

*****DRAFT*****

Worthen Library

Monthly Meeting – Board of Trustees

Tuesday, January 11, 2021

Meeting held via zoom

Attending:

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

Library Director: Keagan Calkins

Members of the public: none

Call to order @ 6:02 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 December 14, 2021 meeting were brought for approval. LW 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).

- The Annual Report has been submitted to the state.
- Most events have moved to Zoom. Some will be made into take home kits at least through January.
- The third annual Winter Wednesday programming, in partnership with the SHLT, is about to begin. Most of the activities will be virtual except for Howard Coffin who is doing a program in person about the winter of 1816.
- The last book order took six weeks – or six times longer than usual – to be delivered.
- Advertising for the Passion Project will begin and the Project will be funded through the Foundation budget. This program is for teens throughout the County.
- Biography and AV sections have been weeded to create more shelf space.
- Starting an inventory of all items in the library, primarily with volunteer help.

Statistics strong across most categories and above 2020. Kanopy use is increasing and DVD usage is decreasing. See Library Director's Report posted online.

Old & Ongoing Business

Budget Review: Reviewed Second quarter of fiscal year. Office supplies are high but that will work out over the year.

Development Committee Report: 2021 was a strong year for fundraising. Just over \$134,100 was raised, which is almost the goal set by the Foundation. Specific metrics for donations were also strong, such as a 60% donor retention rate (average is about 40%) as well as an 8% increase in donors over 2020. We have also doubled the number of people who choose to make monthly or quarterly recurring gifts. They are Library Heroes! The Friends of the Library also raised about \$5,000 this past year from the Auction and Book Sale.

Looking forward to 2022, we will need to apply for more grants to replace the \$25,000 a year we have received for the last four years from an anonymous foundation. This generous gift helped us build a strong fundraising program. One way we hope to fill this gap is through increased grant writing.

Bylaws Review: Basic verbiage changes have been made. Issue need to address is term limits. Liz investigated whether other South Hero boards have term limits and it appears that there are none. Concern was expressed that six years may not be long enough for a Library board term, as it takes at least two years to get up to speed. One recommendation is that, if there is a limit, it be at least nine years. Also, the reality is that people tend to serve as long as they can and/or want to and then move on. The feeling of the Trustees is that term limits are not necessary on such a small board in a small town.

The rule that a Trustee cannot work for the Library was discussed. Keagan spoke to the State Library and was counselled that, as a small library, it is probably not an issue, especially if the trustee is a sub rather than a full-time employee.

Both of these issues will be discussed at the next Trustees meeting and in the interim via the Google drive.

Tent Lending Policy: Tent protocol was confirmed as per discussion at the December Trustees meeting.

New Business

2021 Outstanding Service Award: Various individuals were discussed to receive this award and the new plaque will be unveiled at the Library this summer.

Elections: Trustees who are running for office must complete the 2022 Candidate Consent form and submit a completed Candidate Petition by January 24th 2022 to the Town Office.

Meeting is adjourned at 7:08 pm.

Next meeting: Tuesday, February 9, 2022 @ 6:00 pm, most likely via zoom unless COVID rates fall substantially.