

DRAFT MEETING MINUTES
Memorial Library Trustees Meeting
Thursday, August 19, 2021
6:00 PM

In Attendance: Stephanie Davis-Secretary, Mary Stoddard-Chair, Emma Basham-Trustee, Kit Hood-Trustee, Marian Weatherbee-Trustee, Margaret Raymond-Treasurer for Town of Sharon

Approve Minutes from July meeting

All Trustees present unanimously approved the Meeting Minutes from June.

Review Financial Reports

Trustees reviewed the financial reports. There were no items to discuss.

Review and Sign Warrants

All Trustees were present at the meeting and approved the warrants. Kit Hood, Marian Weatherbee and Mary Stoddard will sign the warrants between August 20 and 21.

Librarian's Report

July Stats

Checkouts: 415 (217 last year)

ILL Requests Filled for Us: 51 (18 last year)

ILL Requests We Filled for Others: 12 (2 last year)

Overdrive: 81 (78 last year)

Visits: 298 (124 last year)

Web stats: 296 views/181 visitors (865/487 last year - the most ever)

Summer Reading Program

38 kids participated in the summer reading program and I had a tremendous number of challenge tickets returned from a few dozen kids. Unfortunately, I didn't have time to figure out the button making machine (will do so as soon as possible), so I purchased clearance summer items and on-sale back-to-school items as giveaways (Frisbees, jump ropes, sidewalk chalk, markers, etc.). All told, everything cost less than \$13. It was perfect timing.

Outside Groups Meeting at the Library

Bonnie Dorie called to ask when non-library groups might be able to use the library once more. I let her know I would bring it up at the trustees meeting.

The Trustees feel as though outside groups can use the space as long as it is a public event. No private events are allowed. Outside groups will have to follow our Covid protocols. Outside groups are welcome to use the library again.

Grants

Vermont Community Foundation Grant for Public Libraries

With this grant, we've been able to purchase the wireless printer and two high capacity toner cartridges, as well as a Mac Mini computer for patron use. I'm unsure how much of the grant is left (I'll find out from Deb), but we'll need a monitor for the computer. I imagine I can easily source one that's good quality and inexpensive.

Courier Grant

We should be receiving the courier grant again this year. (I've applied before the deadline, and it's a noncompetitive grant.) It will cover half the cost of the courier service: \$536.77.

ALA Grant

I've used \$500 of the \$1500 slated for nonfiction children's books. (I decided that ordering them all at once would be a tad overwhelming, so I'm putting in three orders of \$500 each.) I'm planning to take the required coursework this weekend. I can then set up a time for Zoom meetings with homeschooling families and begin advertising them.

ARSL Grant

Because I completed a lengthy survey for the Association of Rural and Small Libraries, we've been invited to apply for a grant to cover one project between \$2500 and \$5000. I priced a permanent Storywalk, but it would likely cost over \$6000. (That said, I was able to find a small library that has created a simple quasi-permanent Storywalk very cheaply, and it wouldn't be too difficult for us to do.) The deadline for applications is September 15.

The Trustees are going to encourage Shana to apply for the grant and if the library receives the \$5000, the library will cover the rest (up to \$1000). We can also figure out how to do one for a less expensive cost if we do not receive the full \$5000.

ARPA Grant

I submitted our budget but haven't heard anything yet from the Vermont Department of Libraries (I think, in this instance, no news is good news). Conceiving a workable makerspace in such a small space without dedicated staff was challenging, but I think the end result will work just fine. I decided to scale back on the number of Keva Planks in order to purchase more and varied items. So, the makerspace will include robotics, engineering/construction, spatial play, possibilities for invention, craft making items, and even makerspacey writing stuff. Here's the list:

- 8 folding tables @ \$89 each for a total of **\$712**
- Director's computer (Dell OptiPlex 9020 Small Form Computer Desktop PC, Intel Core i7 3.4GHz Processor, 32GB Ram, 1 TB Solid State, Wireless Keyboard & Mouse, Wi-Fi & Bluetooth, HDMI, Windows 10 Pro (Renewed) if still available when funds arrive – otherwise, something comparable) **\$486**
- Setup cost to migrate from Mac to PC (estimated) **\$200**
- Learning Resources Code & Go Robot Mouse Activity Set **\$50**
- 2 Wacom Intuos graphic drawing tablets @73 each for a total of **\$146**
- Makey Makey **\$50**
- STEM Master building set **\$22**
- Playlearn Strawbuilders construction set **\$30**
- 400 Keva planks educator pack **\$165**
- Wooden geoboard/pegboard/pattern board **\$15**
- 2 sets of origami paper (1000 sheets) @ \$20 each for a total of **\$40**
- Colorful foam sheets (pack of 80) **\$15**
- Colorful cardboard (64 sheets) **\$17**
- Shrinky Dink blanks (36 sheets) **\$14**
- Jovi Plastilina Modeling Clay Set (30 pack) **\$28**
- 2 Tabletop magnetic whiteboards @ \$22 each for a total of **\$44**
- 5-shelf storage unit on wheels **\$61**
- 5 storage bins @ \$20 each for a total of **\$100**

Total = \$2195

So, that puts us \$17.17 over our allotment of \$2177.83. Really, I just wanted to use what was left after everything else (\$2095) for makerspace storage bins - however many we can afford.

Public Comments

Old Business:

- **Update on Investments**

Emma Basham has not called Vanguard yet so there is no update on investments. Margaret Raymond does have the paperwork ready. Mary, Margaret and Emma did meet and make good progress. Emma Basham did write a draft of an Investment Policy and a document of Proposed Fund Options. There is a fee associated with the proposed investment options.

At our next meeting, all Trustees will sign the policy.

- **Baxter Bird and Plaque**

Kit, Paula Duprat and any other interested Trustees will come up with verbiage for the plaque. Kit will bring a draft to the next meeting.

- **Update Volunteer Contact Sheet**

Two potential volunteers responded to Marian and Kit's email. They will send it again after Labor Day.

New Business:

- **Purchases: Fence for back of library - property map**

The property of the neighbors of the library goes right up to ours and will require a conversation with the neighbors about what we want to do and why we want to put the fence up. Mary talked to the town and has a map of the library's property line.

The Trustees will map out the property line at our next meeting on September 16th to get a visual sense of our property line and where we might put the fence (on the line or slightly inside).

- **Next Fundraiser - Scarecrow Frames & Everything Apple**

- Last year we did it in late September/early October for Everything Apple.
Tentative Date: September 25
- We could coordinate a program for children to build the scarecrows for another event. The scarecrow event is new so we need to make scarecrow frames. Mary and Marian will get together to build the heads. Mary thinks we can get volunteers to help sew the heads.
- After some discussion, we decided to make this more of a community-building event and not a fundraiser. We will have a sign up for this event.
Tentative Date: October 16

- **Slate Slabs Outside**

Kit Hood made lots of phone calls. The larger the piece of slate, the more expensive it is. If we use smaller pieces then grass will grow up through. So Mary and Kit wonder if we could use the concrete slabs from out front when we redo the walkway.

We did get an estimate to redo the front sidewalk---it was very expensive. Margy went back to get an estimate on only removing the four broken pieces.

There are lots of ideas (old classroom slate, chalkboard paint) as ways for kids to draw.

Next Meeting: Thursday, September 16, 2021 at 6pm

