

Fairlee Library Trustees Meeting 12-13-23
Approved Minutes

Present: Cyrie Lange, Beth Reynolds, Diane Church, Stacey Dunham, Charlotte Williams

Called to order by Chair Cyrie Lange at 7:05 PM

Cyrie moved, and Diane seconded, to accept November's minutes as written. The motion was approved unanimously.

Librarian's Report
12.13.2023

Events/ Displays:

This month's Take and Make is a Hygge bag. Just a nice offering of a flower bulb, teabag, candle, bookmark and a poem. Several people seem to be very delighted as they have made it a point to stop in for one.

Holiday displays all over the library, as well as one for Best Books of 2023.

Meetings:

The next Orange County directors' meeting, sponsored by the Vermont Dept of Libraries, will take place online on Thursday December 14 from 10-12. Most likely we'll start discussing Summer Reading 2024. The due date to order the free materials is January 21.

I'm meeting with the professor from Dartmouth over zoom on Wednesday the 13th to talk about the coming semester and how the students should focus their attention when designing a website.

The Friends will hold their annual meeting on Saturday January 6. I'll talk with them about future presenters and if they would be willing to sponsor 1 or 2 like they did last year.

I met with Pam and got the Cricut up and running. I also signed up for a yearly subscription to have access to free patterns for a year.

Grant follow-up

I submitted a proposal for the \$300 mini CLiF grant. They will be giving us money to revitalize our 1000 Books Before Kindergarten program. I spoke with Traci Joy the director at Hartland. They just started this at their Library and we talked about the materials needed and the incentives. The grant will cover totebags, as well as stuffies for those that reach 700 books and t-shirts for those kids who finish.

Equipment:

Wyatt from All Access came and installed our new computer that was refurbished from Town Hall. Our slowest computer has now been replaced! We are scheduled for one more computer and that should happen once the original owner is certain everything has been transferred correctly. Then it can be scrubbed and installed here which will bring us back up to 5 computers for public use.

There's been a problem with Keepers autofill on Firefox. I've contacted All Access and they're working with Keepers support desk.

Donations:

We were chosen as a recipient of funds from The Rondo. It's \$250.00 which I'm considering using towards a pass to Billings Farm. We received 2 requests from patrons this week for this pass and I think it would certainly circulate well.

I made up Wishlists for Amazon and The Norwich Bookstore and linked those on our website. I'll put them on the listserv and social media.

So far we've received 2 donations from patrons using the town website totaling \$150.00. We've received 2 donations in the mail, totaling \$180.00, and a donation of 2 books from the NBS wishlist.

End of Year:

Starting to work on the narrative for the Town Report, to hopefully submit before the holiday break.

I got an extension for the State report and that will be due on January 19. I will most likely be working on that in January. This will cover data from 2022.

Let's work on getting the survey out to the community in January. I want to make sure we touch on ways people receive their news, especially in regards to events. I think the newsletter reaches a somewhat broad audience. We have the Listserv and Facebook, but perhaps patrons can tell us what is their main source of information and that would help us to target those.

Misc Things:

Frank is hoping to get some heat into his workspace so that he can continue to work on our new bookcase for the Mystery section.

Kara, our cleaner, has given her notice for the end of January. It's simply too far for her to travel. She has said she'd be willing to walk the new hire through the ins and outs of the building and how she cleans from week to week. I would welcome any insight into getting a new person hired for this position.

I've had problems with delays from Ingram. I know it's a busy time of year, but I was surprised to see that after a week the books from the TN warehouse have shipped but not the books from the PA warehouse. I've followed up by email, though I haven't heard back yet. My goal was to get everything ordered by the time the 2023 Budget closed on 12/4. Unfortunately, I'll just have to submit this invoice once the books eventually ship.

Services/Anecdotes:

We recently had a former high school volunteer back for a visit. She told me how wonderful everything looked and that she was really happy to spend some time here.

After the play at the Academy, we did have someone come in looking for the book of The Lion, the Witch, and the Wardrobe.

This past month we have had two groups that have started coming in to have meetings here. One was focused on efforts being made to help refugees here in VT. The other seems to be a men's Bible study group. Neither group thought it necessary to ask about meeting space, they just simply assumed it was fine to meet here. The first group was rather loud and as they were leaving I mentioned that some of what they were discussing seemed a bit sensitive and that what they were saying could be heard all over the Library. They've only been once and I think the Library was a convenient spot for them to meet. The Bible group seems to be coming weekly. There are three men and they seem to be fairly quiet. These are just two more reasons why we really need to try and find a way to create some private spaces here.

Door Count November 2023: 385	431 (information is from Nov. last year)
Items Circulated: 542	562
New Patrons: 6	2
Outreach/Curbside: 1	1
Ref: 104	114

Computer Use: 31	32
Wifi: 73	44
Overdrive: checkouts, 153 holds 135	93/ 89
Adult Program:5 Attendance: 21	
Teen Program: 0 Attendance: 0	
Children's Program: 4 Attendance: 132	
Mags:0 Puzzles/ Games: 3	
Attraction Passes: 0	6
ILL In: 18	21
ILL Out: 20	7

Notes on the Report:

Cyrie likes the suggestion to use the Rondo Grant to buy a Billings Farm pass. We all agreed. Not much we can do about groups coming in to meet. We need private meeting spaces! The cleaner (Janessa) Diane suggested might be willing to work at \$20 per hour. If she is, Diane will have her contact Beth. The library is decorated inside and outside.

Budget:

Cyrie contacted the SB, Treasurer, and Ryan to try to make sure we are covered to keep Miranda going forward, after December. Ryan has responded that the town indeed needs to pay its bills. Lance Mills called Cyrie to say we can keep her on but the library will need to find the money in the existing budget. Beth feels we can use the \$1500 which has been in the budget for a summer assistant. We have no definitive answer yet. We also don't know about the second structural assessment or about what to do with the hole in the yard.

Survey:

Beth met with the Dartmouth professor today. She will go there to meet the class in January. This is a Neuroscience group! Estimate is ~\$300 per year for a program that will host our website. It needs to be secure, be maintainable, and easy to access.

New Business:

- Jen (asst treasurer) told Beth that there is now an electronic timesheet available.
- Vermont Working Group will report next Friday. This may include information on the large library grants which are supposed to be available. Beth will try to listen in.

–We will have a budget meeting with the town on January 8th at 6:30. This is the public information meeting about the budget.

–There was an incident on School St. at a resident's home, which was not investigated by the police. Problems in Fairlee continue. We are very concerned about safety at the library, particularly when Beth is alone. Diane mentioned that there are similar concerns at Chapman's closing time. Miranda has brought in some Narcan we can learn how to use.

–Miranda has suggested we look into WiFi printing. Beth feels we are not prepared to do that with our current system. She will investigate the possibility when she has time; this may be a cybersecurity issue.

–The voting for the topic of small local libraries for Vermont Public's Brave Little State program, suggested by one of the Trustees, will continue through the end of the week. We are currently at 69%!

Next meeting: January 10, 2024 at 7:00 PM

Adjournment: The meeting was adjourned by Cyrie Lange at 7:56 PM

Respectfully submitted,

Charlotte Williams
Recording Secretary