

## **Fairlee Library Trustees Meeting September 13, 2023**

Present: Chair Cyrie Lange, Beth Reynolds, Charlotte Williams, Jen Johnson, and Diane Church

Call to order by Cyrie at 7:04 PM

Approval of September Minutes: Jen moved and Cyrie seconded that the minutes be approved without change. The minutes were approved unanimously.

### **Librarian's Report 9.13.2023**

#### **Events:**

The Library is hosting an activities table and a small storytime at the Fairlee Fall Fest on Saturday, Sept 30.

The bubble event with Jeff Boyer that was cancelled in June is hopefully being rescheduled to a spooky Halloween event next month.

Our Take and Make this month are these nature stamped clay ornaments.

We are hosting a Garden Swap table on Friday afternoons. We will offer up what we have from the garden and patrons are welcome to bring surplus from their gardens to swap.

Given all the rain we had this year the dahlias did not grow much at all. I'm going to dig them up and replant them next year. A patron has offered us 2 smallish garden beds, similar to the one we have. This would allow us to spread out the veggies a bit and one of them could be for the dahlias.

We held our last Summer Reading event on Sunday, August 20. Thank you to the board members who were able to attend. We announced the winners and handed out some prizes. It was a smallish group, but everyone seemed to have a good time. Now that that is done, I can start to work on the forms required by the state that ask us about participation and numbers.

This month we have some vintage children's books in our display cases. Next month Kara, our cleaner, is going to bring a spooky miniature railroad to display.

I am starting to advertise for Trunk or Treat. Let's try and get the word out about people hosting cars here. It's on a Tuesday and it starts at 4, so we'll probably announce that we are closing at 3 that day.

#### **Meetings and Surveys:**

The next Orange County Director's meeting will be in person on Tuesday, October 3 at the Bradford Public Library. I'm going to try and go to it. Charlotte will be here. (She will be covering my vacation from Tuesday afternoon through Saturday October 7. We will be closed on Tuesday, October 10 for the holiday and I will be back in the Library on Wednesday, October 11 for the Board Meeting. The Librarian's Report may be somewhat abbreviated.)

The Book repair workshop originally scheduled for Monday, August 21 at Lyme Library was rescheduled for September and has now been pushed to October. As frustrating as this is, I still hope to have possibly two people attend.

In the past month I have filled out three surveys. Two put out by the VT Dept of Libraries. One was the in-depth salary questionnaire, the second was one focusing on broadband and what we use here. The third was from an independent company asking about extreme weather and how that has changed our daily operations and our events.

### **Events for Kids:**

I put an item into the newsletter about looking for an adult to run the afterschool LEGO afternoons. I haven't heard back from anyone. I did say 2 hours a month thinking it could be every other week to start out. I'll post it to the Listserv and on Facebook. I'll also pass it along to the school so that it can go home in their newsletter.

I met with Leslie Berger who runs the Rivendell Afterschool Program. She's hoping to bring a small group of kids here each Friday afternoon. The first one will be on Friday, Sept 22. I will be getting in touch with her again just to clarify that they are using our space and I can provide some materials and resources, but I am not going to be running a separate program or presentation for them. It's just too much to have to prepare something each week, but it would be great to have a supervised group here using the space.

### **Grants:**

I am talking with Courtney the school librarian and Steve the principal about a date for our CLiF presentation at the school. I believe we've narrowed it down to a Thursday in October. The goal is to have all of the books ready for the date in the hopes that the families will come over sometime after and check them out.

The bags for the Winnie Belle books have arrived. I'm going to figure out how to "bundle" them in our system so that we only have to check out one barcode but we capture the circs for all 10 of the books in each bag.

### **Tech:**

I was on a call with All Access last week and then Wyatt came in today. They helped figure out what was going on with the scanner, the receipt printer and the computer that had a recovery screen on. Wyatt also took an inventory to see if what we are using matched up with his spreadsheet. I did ask if we were able to replace one of the computers that is terrifically slow. He was going to ask Noel if we are due to inherit one from the town. I believe she had mentioned there was one coming this year. If not, we need to consider buying at least one. Five computers would probably be ideal, right now we have four and one is almost not usable.

### **Misc.**

I have heard back from Ashley Doolittle at Dartmouth. It looks like we will be working with a class for Winter Term and one for Spring. Neither of these is focusing on the website, sadly, so that's a topic we'll need to address at a future date. One is helping us with volunteer recruitment and marketing. The other is a bookgroup that should be fun.

### **Patron stories:**

- \*A student came in looking for a biography for a school report and left happy!
- \*A family came in with their baby duck for a quick visit. They left with a few duck books.
- \*A new patron came in for cookbooks and she was thrilled to get the Joy of Cooking since she's always wanted to make the ribs. Update: she did and they were fantastic!
- \*A family stopped in absolutely needing books for vacation so they loaded up right before leaving.
- \* A woman staying at the camp came in for the Wifi, She was so pleased because she needed to do payroll and her employees at home were counting on getting paid.
- \*A couple without internet for four days came in to use the Wifi and were very grateful that we still had DVDs to lend.
- \* Helped a second woman fill out a job application for a local business. (She was referred to us by the first woman and this time they thought to call ahead and make an appt with me.)

\* Since school has started we have had a few days of families coming to meet up with their kids afterschool and that's been fun.

<b>Door Count August 2023: 569</b>	<b>500</b>
Items Circulated: 911	721
New Patrons: 11	11
Outreach/Curbside: 0	0
Ref: 191	136
Computer Use: 50	29
Wifi: 122	89
Overdrive: checkouts, 125 holds 128	118/106
Adult Program: 1 Attendance: 10	
Teen Program: 0 Attendance:0	
Children's Program: 2 Attendance: 24	
Mags: 8 Puzzles/ Games: 3	
Attraction Passes: 7	2
ILL In: 26	33
ILL Out: 16	16

**Notes, Comments and Action Items:** Diane is considering signing up for the book repair class. Painting: Cyrie has contacted a couple of local firms. We do have a quote for \$6500+ for the outside trim, but it would not happen this year. Diane has a neighbor, Eric Tyler, who will quote for her house. She will ask him to come look at the library as well and get us an estimate as soon as possible. This would be for outside trim and the Route 5 door. Frank will paint the attic door, which Cyrie and Peter brought down, and Beth will ask him to caulk the leaky window. Cyrie will ask Ryan (new town manager) to order the parking lot signs.

**Budget Update:** no new report at this time. Cyrie will request from Jen that we receive a monthly printout, or at least bi-monthly.

**Community Survey:** Jen brought in a library survey. Respondents are asked to rate their satisfaction with various library services, and then to rate the relative importance of these services. There also are open-ended questions. We will probably want to create a shorter, simpler, more flexible questionnaire. Jen suggested generating a QR code to access the survey, and put announcements on the listserv. We may be able to use some of the questions from the previous questionnaires. Jen will try to get the survey ready by about mid-October, to be distributed in the library newsletter, listserv, and some paper copies, also possibly email.

**Hiring an assistant:** Once Cyrie has answers from the Treasurer, we should go ahead. This would be for Tuesday 9-1, Wednesday 4-7, and Saturday 9-12, optimally, through the end of 2023. An ad could go in the J-O and on the Listserve. Candidates would be asked to submit a cover letter.

**Building Enhancement:**

Charlotte forwarded Ginny's research on modular construction firms to other Trustees.

**Old Business:**

**New Business:**

**Next Meeting:** October 11, 2023 at 7PM

**Adjournment** was at 8:26 PM

Respectfully submitted,

Charlotte Williams  
Secretary/Treasurer