

Fairlee Library Trustees Meeting 11-8-23 Final Minutes

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

Called to order by Chair Cyrie Lange at 7:12 PM

Stacey moved, Jen seconded, to accept October's minutes as written. The motion was approved unanimously.

Librarian's Report 11.8.2023

Events:

This month's Take and Make is an embroidery hoop with burlap fabric to create a pocket for Fall or Winter florals.

NaNoWriMo Write-ins are happening on November Saturdays. We provide space for writing and snacks. This is in collaboration with the Quechee/Wilder libraries. They are hosting on Wednesdays.

We have some copies of the new VT Humanities titles to give away from the Tenney Memorial Library-- *Last Night at the Telegraph Club* by Malinda Lo. There are some virtual events happening around this title and I advertised it in the newsletter.

Trunk or Treat went well. We had 13 hosts, including Wayne and his police car. Unfortunately, two of the "trunks" were unable to make it. We had about 63 kids/parents pass through. Many of the parents seemed quite pleased and told me that this was their only stop as anything else would probably be too much for their toddler.

This month Kara filled our display case with some spooky decorations, she's working on something else to take its place. Our new Cricut machine has arrived thanks to our 300.00 Summer Reading Grant. I am working on coordinating an event with a local person to help us offer an event that would allow participants to make something gifty for the holidays.

Grants and Reports

Winnie Belle Grant

I filled out the reporting for the \$500.00 for the Winnie Belle Grant. Now that Miranda is here I should be able to (FINALLY!) catalog the bags and get them out to patrons.

CliF grant

The author Jim Arnosky will be coming to host the kick off event at Samuel Morey school on Wednesday November 15. Almost all of the CLiF books have been catalogued, which has been taking up most of my attention. They should all be ready for borrowing after the event. There is another part of the grant due on December 1. I can get \$250.00 which I'm going to use for totebags for parents when they sign up for the 1000 Books Before Kindergarten program. Hartland has launched this program recently and I've been working with them to figure out how to tweak it for our patrons.

Chris Brimmer asked me for a letter of support from the library last week, because he needed to include it with his grant application. He basically gave me a few hours turnaround time, so I quickly wrote something that outlined what the Enhancement Committee has done and the needs of the community that we are trying to meet with a renovation/expansion.

Tis the season for Reports. We are working on next year's budget and we meet with the Selectboard on Wednesday, November 15 at noon. I am working on the mammoth year end report for the state. The deadline for this is mid-January but I'd like to try and finish by December 31. I am also working on the narrative for the Town Report to turn in to Georgette. The Summer Reading Report, which looks at expenses and participants is due to The VT Dept of Libraries on November 15. There is also a courier report which looks at statistics and expenses, which is due November 22. I've forwarded information to the Treasurer's Office so that they can include some of the necessary information.

Other items of note:

This month the Library will be closed on Sat Nov 11 for Veterans' Day. We will also be closed Thursday & Friday (23-24th) for Thanksgiving. Miranda is going to work 1-5 on Wednesday the 22nd and 9-12 on Saturday the 25th. This will help with the dropbox, mail and to break up the long string of days we are closed.

Last week we ran out of barcodes. We last ordered them in 2015 and I had absolutely no way of knowing how to reorder. The problem with getting more is that you have to be certain the numbers you are choosing are not numbers we currently have in use. I did some sleuthing and tracked down the company we used and the new barcodes arrived yesterday! This was a really unexpected and difficult challenge. And for a while I wasn't exactly sure how to solve this problem, but I made sure to include the paperwork with the barcodes so hopefully this won't happen again when we run out of these 5,000 barcodes. It does make me think a bit about institutional knowledge and the need to make sure information is able to be passed on.

The painting invoice has been emailed to me, I'll include it with this week's bills.

There is a sinkhole that just appeared in the lawn near the garden beds. Ryan is aware of it and put a chair over it so no one accidentally falls into it. He contacted Mike Wright who's going to come and assess what needs to be done next.

Miranda started last week and it's going really well. In her short amount of time here she got us access to the digital account for Consumer Reports, figured out how to order a new logo stamp, and is working on incorrect emails that don't receive our electronic notices. She also found out that the town website does accept payments for the Library so we should be able to link to that from our website for donations. We've been training a bit on the computer and I've been figuring out what other tasks have been languishing. It's great to have another person here—it's really been a welcome change.

Patron stories:

*A woman stopped by who is visiting all the libraries in VT. She stayed for awhile and looked around. It was a really lovely conversation.

*A woman stopped in needing medical bills to be scanned and emailed to her.

*We have also had a rather difficult visitor this week, who is in residence at North on Rte 5. Fortunately Cyrie was able to be here for two of the times. Miranda tried to interact with her during one episode, and luckily Georgette was able to come over and talk with her. I know I can call Wayne and Hanover dispatch, but we should have a broader conversation about this and I'm fairly sure it's going to keep happening, possibly more frequently.

*We had at least two people in while their cars were being repaired. One woman said she felt this was the nicest waiting room and how great it was she had access to it.

Door Count October 2023: 427	424
Items Circulated: 578	699
New Patrons: 5	5
Outreach/Curbside: 1	1
Ref: 119	155
Computer Use: 41	44
Wifi: 89	84
Overdrive: checkouts, 155 holds 123	159/132

Adult Program: 3	Attendance: 23
Teen Program: 0	Attendance:0
Children's Program: 3	Attendance: 72
Mags: 0	Puzzles/ Games: 3
Attraction Passes: 1	1
ILL In: 18	41
ILL Out: 11	13

Notes on the Report:

Trustees approved Beth use the money left from the Lake Morey foundation for Cricut attachments and materials.

November 15th is the budget meeting with the Selectboard, at noon. Charlotte, Cyrie and Beth plan to attend.

Beth has sent our "wish list" along with a letter of support from the Library to Chris for his "layering" grants.

Budget: The building repairs money WILL come from ARPA funds. The ARPA credit will be listed in the "income" area. We will receive two used computers from the town before the end of the year. Ray from All-Access will also bring us a new printer. Diane reported that Staples will take old computers and give us a credit.

Survey: We are going to table discussion on this until January. It would be helpful to have this ready by Town Meeting.

New Business: Beth has ordered holiday greens from Mill Gardens. She will ask the friends to pay for that. Stacey will see if she can obtain two wreaths from the Tech School. The friends might also be willing to pay for some new light strings.

The friends may also pay for a new rug pad to go under the new rug in the children's area. Cyrie will investigate this.

Donation button: Miranda suggested we put a link on our web page to the town donation page.

Next meeting: December 13th, 2023 at 7:00 PM

Adjournment: The meeting was adjourned by Cyrie Lange at 8:19 PM

Respectfully submitted,

Charlotte Williams
Recording Secretary