Craftsbury Public Library December Board Meeting 12/03/17

Present: Aliena, Matt, Ned, Susan C., Saul, Barb, Robert

Financial Report: Susan F. was unable to attend the meeting but did provide the written report for the board to review. The budget for the last month of 2017 is in good shape with receipts disbursements coming in with enough money to keep budget balanced.

The 2018 budget recommendation includes an increase of all staff’s salaries. With the increase of the salaries the CPL will be closer to the statewide averages of salaries within public libraries. There is a slight concern that the fixed costs that the library will have will need to be absorbed over the year. Robert made a motion to accept the budget for 2018. Ned seconded. All were in favor. Motion is carried and approved.

Susan requested that a second bank account be open specifically for the Ireland fund raiser so money needed for the trip can be easily transferred. Ned made a motion to open a second bank account for the Ireland trip. Saul seconded the motion. All were in favor.

Trustees Conference-Skipped as Susan Flynn was not at the meeting to present.

Librarian’s Report- Susan attended a 2 day training on VERSO which was offered by VT State Library. Currently still working on some operating issues with VERSO. Prin attended an interlibrary loan training as she is doing more of the ILLs. Due to the high expense of purchasing magazines through Ebsco, Susan switched to Amazon Magazine Subscription service which will decrease cost by $70 and will go from 12 to 22 subscriptions per year. Susan will monitor which magazines patrons prefer and will adjust the number subscription in the upcoming year. The library received a grant from the NEK Fun for a collaborative effort to explore diversity in children’s literature. A grant from the Easton Family Foundation was also received to support the replacement of a number of children’s books and movies. Grant reports to both Ben and Jerry’s (computer upgrades) and Oakland fund (support of catalog migrations) were completed this month. CPL will be hosting an area librarian’s group on Dec. 6th. The new library consultant Lara Keenan and the new state children’s librarian Cass Mabbot will attend. The Department of Libraries has a new Assistant State Librarian for Library Advancement, Jason Broughton. Mara Siegel who has been at the Department for 20 years is leaving the Department of Libraries at the end of the year.

Children’s Program- Jen is collaborating with Alyssa Krebs (CA 7/8th teacher) and her students and their younger literacy mentees. Together they will be writing and performing a puppet show with the puppets that were donated to the library. Performance is to take place in January. Jen is also having a puppet performance of the Gingerbread Man on the Friday (story time) after Christmas. Several youth are assisting with the show.
Skida Fundraiser- The fundraiser will take place on Dec. 16th during the Wonderarts Holiday Sale. Volunteers are needed to set up, help with sale and take down. A sign up sheet is posted at the front desk.

Town Appropriation Request for 2018- The same amount of money requested for 2017 is being asked for 2018. The recommendation by the Budget Committee is $39,000. Ned made a motion that $39,000.00 be requested by the town for Craftsbury Library for 2018. Matt 2nd the motion. All were in favor.

New library hours- Susan shared a proposed change for hours and staff changes for 2018. The proposal would adjust Wed. and Sat. hours to better match patron needs. Additional open hours on Monday will provide after school options for students. Wednesday would be the only day the library will be closed after school. The Monday hours will be absorbed by the Library Director, with a trained volunteer backup. Thursday hours will be shortened by one hour to best match open times with observed need. Saturday hours will be transition to staff as slots open. There is not a proposal to increase staff hours for the changes. Proposed change would be: Monday open 2-5pm with staff and volunteer/Wednesday 10-1pm with staff and volunteer and Saturday 10-1pm with transition from volunteer to staff. This new change would increase the library to be open two additional hours. Ned suggested to monitor the new hours/days and to revisit in the next few months to see if new changes are working for patrons. The new change will take place Jan. 1, 2018. Ned made a motion to accept the new hours/days for the library to be open. Aliena seconded the motion. All were in favor.

Printing Fee- As of Jan. 1, 2018 printing fee will go from 5 cents to 10 cents per page.

Nominating Committee- The committee has nominated Kristen Fountain, Polly Allen and Lise Erickson to join the board in 2018. All have accepted to be on the board. Jacob Fritz was also nominated but has not been reached to confirm to be on the board.

Ireland Trip Update - The current cost of the trip is $11,573.00. The exchange rate may impact how much money will be raised for the library. Legal documents will be given to all the people taking the trip which will outline that the library will not be liable for any personal unpredictable incidents (ie. injury, theft).

Other business- Appreciation of board members. Special recognition of thanks was given to Robert for being on the board for 2 terms, as well as to Suzanne for 1 term and for Matt for two years.

Next meeting if Jan. 8th at 6pm.

Meeting adjourned at 7:05pm

Respectfully submitted-Barb Strong