Craftsbury Public Library
Board of Trustees Monthly Meeting
November 5, 2018
6-7 p.m.

Present: Polly Allen; Lise Erickson, Jacob Fritz; Aliena Gerhard; Don Houghton; Barb Strong; Saul Trevino
Absent: Ned Houston; Susan Flynn; Susan O’Connell (librarian)

Minutes: Barb Strong made a motion to approve the October minutes with the corrections requested by Susan F. and Susan O. Seconded by Don H. VOTE: Approved, all in favor.

Agenda: Treasurer’s Report was moved to later in the meeting. Susan F. is ill and emailed the report. Aliena forwarded the report to other members to review.

Librarian’s Report: The board reviewed the written Librarian’s report as Susan O. is on vacation. Highlights: The new courier service is working well and is expected to save both money and time. It has also doubled our requests for loans from out libraries from 15 to 30. To adapt, the library is now updating the way loans are tracked.
Craig S. assisted in replacing many bulbs and sockets around the library. So lighting is much better and LED.
Programming over the past month included pumpkin carving; Trunk or Treat book handouts and a film and discussion of a documentary about Wendell Berry.
Audio books: new grant-funded protective cases have been received and the transfer is slowly occurring.
Grant: The library received $250 grant from Union Bank for purchase of a 14 disk documentary about Irish crafts.
Training: Jen M., finished her Vermont Early Literacy training and will attend a Red Clover conference about their new picture book award titles. Susan O. continued training on our new cataloguing system, which can be used for many additional things, such as developing the mailing list for the annual appeal. Prin is attending the state library administration class in December.

Fundraising Letter: Ned H. has already written the letter. Copies will be distributed for signing, note-writing and mailing. Susan will email when they are ready. An informal signing get-together will be planned for those who are interested. During the discussion, the fact that the library is no longer a “five-star library” came up. We talked about whether regaining this designation should be a goal. It will be discussed with Susan O. at the next board meeting.

Personnel Committee: The committee met and has developed a salary proposal, which will be presented in Executive Session at the end of the meeting.

Budget Committee: A joint personnel and budget committee meeting will be held later this month to set next year’s budget.
**Skida Gear Sale**: This fundraiser will occur again this year during the Craftsbury Holiday Market on December 8th. A volunteer sheet for staffing the sales booth was passed around and will be at the front desk. At least two board members (Barb & Kristen) are away that weekend.

**Board Retreat**: The board tries to have a facilitated long-term planning retreat every other year. Last time this occurred in 2016 it was in December, which we decided not to repeat because of it is such a busy time of year. Two possible Saturday dates were proposed: Jan. 26 or Feb. 9, 2019. Aliena will check with Susan O. about her schedule when she returns. She will also look into a facilitator.

**Treasurer’s Report**: The board briefly reviewed the monthly report. Spending is on target. The final transfer of funds from the town is $14,000. This will be sufficient to carry us through to the end of the year. Don H. made a motion to approve the report; Saul seconded. VOTE: Approved, all in favor.

**Executive Session**: Discussion of personnel and salaries