Craftsbury Public Library
Board of Trustees Monthly Meeting
December 3, 2018
6-7 p.m.

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

Absent: Polly Allen; Kristen Fountain; Aliena Gerhard

Minutes: Susan Flynn moved to approve the November as corrected in prior emails. Seconded by Lise E. VOTE: Approved, all in favor.

Treasurer’s Report: Susan F. reported that the expenses look to be coming in about as planned and that there will be a cash surplus to be returned to the investment fund of approximately $5000 at the end of the month. This has been enabled by the good fundraising efforts, esp. the Ireland Trip, and careful expense management.

Budget Discussion: Susan Flynn spoke to the proposed budget for 2019. The primary changes on the expense side are for salary increases. It is recommended that we ask the Town for an additional $1000 in annual appropriation. Susan O’Connell noted that Craftsbury funds 36% of the 2018 CPL budget. The statewide average for library funding is 76%, and the national average is close to 93%. A modest increase in request seems appropriate and would bring the town level of funding to $40,000, which is close to 40% of the proposed 2019 budget. It is also noted that when a town appropriation exceeds 50% of a library budget, the library employees are eligible for the employee retirement fund.

With no further questions forthcoming, NH moved approval of the 2019 budget, seconded by Susan Flynn. Approved unanimously. The Treasurer’s report was moved for approval by Barb Strong, seconded by Lise E. and was approved unanimously.

Librarian’s Report: Susan O’C. reported that November has been an unusual month in terms of weather quirks, power outages, and schedule changes so that the month has not fallen into settled patterns. The power outages in particular are a problem as heat and water cease to function and the Library needs to close fairly quickly. See generator discussion below for a possible response. On the good side, of note is the repaired phone line, which has perhaps also helped the internet reliability if not speed. Susan proposes getting an upgrade for internet service from Consolidated given the slowness of the fiber going live: $20 more per month will lead to 20MPS up from about 7MPS at best now. This proposal is approved with the request for a written confirmation that we can opt out of the contract early for no more than $129 if the fiber indeed comes live.

We seem set for the upcoming fundraising events in Dec. Plans for 2019 Ireland trip are coming together and should be ready when we give our talk about this year’s trip Jan 2019. The Public Library Report will be ready next meeting; it was slow to open and become available so is not ready yet. The report to the Town will be set in January as well.
**Board Retreat:** Jan 26 is selected as the date for our retreat. Barb S. will contact Heidi Krantz about facilitating. Focus will be on big picture issues looming for the CPL, especially the physical plant and maintenance, possible expansion, sustaining fundraising, Board roles and the Library Director’s role. Location t.b.a.

**Generator:** It seems we might want to see about installing a generator that would allow the Library to function in a power outage and serve as an emergency communications center. We would want a machine that connects automatically as needed. Jacob F and Ned H will try to get some figures for what we need and what that might cost. Then we would seek grant support for some or all of the purchase.