

MINUTES: Tunbridge Library Trustee Regular Meeting - **FINAL**

DATE: July 12, 2021, Time 6 PM

ATTENDEES:

- Catherine Freese (serving as chair)
- Theresa Fitzgerald (treasurer)
- Anna Dechert (secretary)
- Mariah Lawrence (Librarian)
- Marsha Higgins (Asst. Librarian)

Community Input:

- Mariah shared a book review from an out-of-town visitor who loved her visit to the library.

Secretary Report:

Approve minutes from June 14, 2021

- Theresa moved to accept the secretary's report and minutes with no edits. Anna seconded. Approved.

Treasury Report:

- Theresa shared this month's warrant (invoices) for signatures. This is the final warrant for the '21 FY.
- Theresa checked with the town treasurer and we ended in a comfortable spot in terms of funding and expenses.
- A few past library donations were found and thank-yous were sent.
- "Health insurance refund" line on the FY22 budget: The trustees are not clear on why the line item is titled in that way, so Theresa will check with Becky. Previous health insurance was paid in the form of refunding the director's expenses, but that will not likely be the way it will be used. For FY22 while the current director is not taking advantage of health insurance, if any of this amount is reallocated it will only be used on a prorated basis.

Updates from last meeting regarding descriptive categories for spending.

- These updates have been made by Theresa and the town treasurer.

Updates regarding tech purchases (laptop for Mariah's work use, tech support).

- Mariah purchased an office laptop for the Director.

Anna motioned to accept the treasurer's report, Catherine seconded, approved.

Librarian Report:

- Mariah presented a VERY lovely color-coded chart. Circulation numbers are nearly double previous years for the past month in a year-over-year comparison.
- Mariah will be focusing on a few upcoming grants:

- *ALA Libraries Transforming Communities (\$3,000 grant) - this requires a community discussion of some sort. Mariah is considering a topic related to childcare which would relate to hopes for a potential free weekly after school program through the library.*
- *VT Humanities / OneRead.*
- *COVID grant /ARPA - Mariah has completed the worksheet and attended the pre-application session. If we get this grant it will go toward permanent StoryWalk frames.*
- *Chris Tuttle met with Mariah about helping to host an exhibit on female artists from the Middle East drawing from his personal collection of books.*
- *Fiber group had its first meeting with 2 attendees*
- *Trustees and library staff will be joining a Trans Inclusion Workshop at the library in early August*
- *Book Buddies, Summer Reading, and other activities are going well*
- *Mariah would like to swap what weekdays the library is open in the fall - we should discuss further and finalize in August.*
- *Outdoor space:*
 - *Total donations of \$11,425 in memory of Sue Barnaby.*
 - *The Outdoor Space Committee has been working hard and will present to the selectboard 7/13*
 - *Any leftover donated funds may be earmarked for ongoing maintenance of the updated outdoor space.*
- *Mariah looked into updating locks to electronic keypads but that doesn't seem cost-effective so we'll stay with normal locks.*
- *Theresa moved to accept the librarian's report. Anna seconded. Approved.*

Old Business:

Full reopening-- Concerns, issues, adjustments?

- *Library staff will continue to encourage young patrons who are likely unvaccinated to either stay outside during book buddies or wear masks inside.*

Energy audit updates—

- *Theresa will meet Dead River for a free estimate for a new furnace. Theresa will check with the Selectboard on process for how we obtain bids or estimates from different companies (Brocklebank, Dead River, and DR Heat). Theresa is also looking at pre-buying propane at a reduced cost through Coburn's store and Rhymes, or getting better rates from current providers. While Rhymes may offer better rates, we'd potentially have to buy a new tank as the tank is owned by the provider, so switching may not be cost effective. Theresa will continue to work with vendors to figure out what the most efficient furnace option will be.*
 - *There is currently a separate furnace for the historical society archival room and community room (the extension).*
- *Public Funds: Theresa will request a withdrawal from the library's Public Funds account to assist with the expected upcoming expenses for a replacement furnace.*

Friends of the library updates—

Thank you cards for donations in memory of Sue Barnaby. Sent?

- *Next meeting July 26th*
- *Elaine has been drafting notes for annual events to help organize better for upcoming events like bake sales or town meeting day. Anna and Theresa will attend the next Friends meeting and suggest that records/processes/notes are kept for each major event so that new volunteers can step in to help more easily and support these events in the future.*
- *Thank you cards have been sent for all donations for which we had addresses.*

Art Space Coordinator position updates

- *Anna and Mariah have suggested a pair of volunteers for this and will reach out to them to confirm.*

Bylaws updates

- *Anna and Catherine will form a subcommittee to review the bylaws and come up with suggested changes to present to trustees at the next meeting*

ARPA funds updates (see Librarian's update)

- o *Deadline for application is August 9th per email sent 7/8/21 from Janette Shaffer (https://appengine.egov.com/apps/vt/libraries/equipment_supplies_grant)*

Meeting attendee update: Michael Krauthamer (Trustee; joined 7:40 due to late work)

Strategic plan updates

- *Mariah has made a temporary strategic plan to have in place in the interim while we work collaboratively on a longer-term plan. This will be published on the website.*
- *Anna suggested adding an inward aspect looking at library management/organization*

Updates regarding action items from June meeting including:

Committee and volunteers (Art space, Tech, Energy committees) - Posts and responses calling for volunteers

- *one volunteer for energy committee; two volunteers for art coordinator*

New Business:

Tunbridge Library on Select board Agenda for 7/13/21 for energy audit guidance, request for funds from Tunbridge Trustees Public funds etc.

- *Theresa will attend for energy and public funds*

Fuel supplier switch from Dead River to Coop Fuel program (discussed above)

Public Comments: (none)

Action Items:

- *Anna & Catherine will draft updated bylaws and present for review & discussion at next trustee meeting*
- *Mariah will reach out to invite 2 potential volunteers for arts coordinator*

Anna motioned to end the meeting at 7:56, Michael seconded, approved.