

DRAFT

Pierson Library Trustees Minutes - Sept 17, 2020

Community Room, Pierson Library, Shelburne and virtual Zoom call

In-person attendees

Lisa Merrill

Kevin Unrath

Cate Cross

Eliza Brooks

Alex Nalbach

Becky Jewett

Virtual (Zoom) attendees

Jane McKnight

John Boscia

Absent

Charlotte Albers

Start 7:02

Approved agenda - motion by Jane, seconded by Becky; unanimous approval

Approved minutes from August - motion by Jane, seconded by Becky; approval by all except John who abstained

Librarian's Report - Kevin

Increase in circulation

Ebooks going up - 1000 borrowed; investment paying off. Close to 10,000 ebooks checked out over the last, rolling 12 months. Equivalent to the use of the full collection.

General help document added to website to help folks use Libby.

Inside library

Rotating slide show of safety guidelines for COVID messaging. Post-COVID, will use for programming announcements and at the side entrance, the solar energy generated information showing to patrons who come into the building. Generate the equivalent to 7 average houses.

Asked that communications committee promote email sign up.

Friends met and advertised on FPF that they are collecting books. (No date set yet for book sale. They don't feel that it's safe.) Saturday mornings, Tuesday early evenings are collection times. Friends volunteering will sign COVID form and fill out the health log each time they are in the building. Volunteers are going to be invited back. They will be part of the log for COVID as well. They are still doing Chapter 2 which generated \$185 in the last time deposited. Friends have a savings reserve so that the funding that occurs as the result of the these sales is not currently in jeopardy.

For budgeting, is Kevin able to show that usage went up by a certain percentage due to the recession as seen in the past when the economy was hit hard, for example in the Great Recession. Libraries see high usage when times are tough. Have numbers ready for budget meeting.

Budget

Overspent in personnel budget. Will have full-time staff work more circ desk time and have part-time staff work less hours to make up the difference, if needed. Staffing 2 desks and having one staffer who is working on book processing, so these odd COVID-related things are making it necessary to have more part-time work.

Promo for Trustee and Friends online conference Sept 21-25. Free and asynchronous.

Treasurer's report: Alex still does not have checkbook and check-writing ability. Kevin going to step in and help so that this is done before next Trustees meeting.

Projected Budget Review

Flat budget. No increase proposed, which was the ask of the Town Manager.

May ask to cost share with employees on healthcare benefits.

\$5,000 to materials. Shelburne wants to have access to more books. Which is below the average of what other libraries typically have.

Computer hardware/software added back in because they were

Proposing a decrease:

Admin expenses and programs are cut back.

Potential cost savings could occur if efficiencies could be achieved: elevator contract, cleaning company contract, landscaping work. Utilities and cleaning of historic town hall is paid for by library, but they are considered town property, not library property.

Unexpected increases due to new building:

- Landscaping upkeep
- Maintenance cost. A/C and heating
- Elevator maintenance & service contracts

Fixed vs flux expenses discussed -- how to highlight things that are non-negotiable.

Potentially have a Selectboard member to co-present so that someone has this understood. Brainstorming on a coffee-time with one or two of the members to talk this through.

Jane suggested separating out the expenses of the historic town hall so that those expenses, that are not truly the library's, can be separated out. Use square footage of historic town hall to figure out what the cost of that building is separate from the library.

Movement to approve the amended formatting to the budget which include :

- Removing column C
- Separating out estimated town hall costs (building expense and utility making a separate expense)
- Comparing to 2021 budget

Alex moves to approve the budget with the possibility of changing the format. Becky seconded the motion. Unanimously approved.

Directors Review Approval

Executive session moved by Jane for the purpose of discussing confidential personnel matter that is the Director's review. Alex seconded. Unanimously approved. **Executive session entered at 7:57pm.** Motion to end executive session exited at 8:27pm. So moved by Jane and seconded by Alex. Unanimously approved.

Agenda item 10 was included and discussed within the executive session.

Communication Group Update

Meeting to discuss and emailed to set minimum number of posts and in-person advertising that we are going to achieve and assignment to different staff members. Kevin and Cate discussed how to bring social justice movement into the library mission and and goals.

Can we do something to get the spaces going --

RAC connection between library and CVU. Is that possible to connect the two somehow
Build relationship with Historical society and ask them how to showcase their related materials.
Possible Zoom event with the author of the "The Voice of Dawn: An Autohistory of the Abnaki Nation" because author is a xx at Johnson State.

Jane coming up with a memo for the next board meeting to discuss the dedicate spaces in the Library.

Do we need to come up with another solution for agenda because it is so packed. How can we cover enough ground and not have super-long meetings? Lisa asked: Is the two hour meeting a working for folks? Most said yes, that 2 hours, 1x per month is easiest.

Next meeting was Oct 15, third Thursday. Cate and Alex have a conflict so Lisa will send out a Doodle Poll to get the new date established.

Jane moved to adjourn the meeting. Alex seconded it. Unanimously approved.

Meeting adjourned at 8:52pm.

