

**Pierson Library Board of Trustees
November 18, 2021. 6:30pm**

Attendees: Kevin Unrath (Director). Trustees: Lisa Merrill, Charlotte Albers, Becky Jewett, Alice Brown, Holly Brough, Kristin Kelly Jangraw. Student member: Eliza Brooks

Call to Order 6:32pm.

Approval of Agenda

Becky moved to approve agenda, Holly seconded; all voted in favor.

No public comment.

Approval of Minutes

Becky made a motion to approve the minutes from 10/21, Holly seconded; all voted in favor.

Lisa welcomed new board member Kristin Kelly Jangraw; introductions were made. Alex could not attend so no treasurer report.

Director Update

Budget is on target. October in-person visits were 7,683 up significantly though circulation was even with last year. Overall, peer libraries are experiencing 20% declines in circulation, possibly due to a lack of browsing. Budget talks with Selectboard are ongoing; two presentations of the library's draft budget were made in late October and early November.

Website has some recent edits however a volunteer is needed to keep content updated weekly. Kristin volunteered to help; Kevin will orient her.

Rob Broder was approved by the Selectboard as the town's new Poet Laureate.

Kevin will create volunteer job descriptions for program coordinators to help the library with four areas identified by the board: 2nd Wednesdays, Movies, History, and Kids.

The ARPA Funds totalling \$11,809 have been received. Kevin will proceed with approved purchases including collections, two picnic tables, and umbrellas.

On Monday, Dec. 6th Kevin is planning a staff day from 12-4 to review the Strategic Plan; the building would be closed to the public. Holly made a motion to authorize closing the library that day, Alice seconded; all voted in favor. Becky made a motion to approve up to \$250 for catering the event, Holly seconded; all voted in favor. Signs will be posted on the building and notices posted on the website and social media alerting the public to the closure.

Gift cards for volunteers: Alice made a motion to approve spending up to \$400 on gift cards to thank library volunteers, Charlotte seconded; all voted in favor. Holly, Alice, and Becky will purchase \$25 gift cards from local stores by December 1; Kevin will distribute next month.

Fire releases at bottom and top of stairs: Becky made a motion to spend up to \$3,000 to install the required safety fire releases in these two locations, Alice seconded; all voted in favor. Kevin will oversee the installation.

Library cards: about 3,700 are in circulation and there are 700-800 left. After some discussion it was agreed that Kevin will investigate the cost of printing new cards with the library logo (for distribution to new patrons and available as replacement cards); the board will discuss further at the next meeting.

Other Items

Curtains for Town Hall are being fabricated. Holly presented a mock-up of directional signs. The consensus was for upper and lower case lettering. Alice will connect SCS teacher Pete Boardman with the working group; Boardman has offered to hand paint the signs. Becky made a motion to spend up to \$500 on the signs, Alice seconded; all voted in favor.

Community room books: Lisa met with the Friends of the Pierson to discuss the idea of using shelves to display sale books. Kevin suggests a "face forward" selection with signage directing people to pay at the circulation desk, with some shelves open for SCS art displays. Lisa will coordinate with the Friends board. Alice will connect Pete Boardman to Kevin to coordinate the details about the SCS art display.

Lisa will give Kristin an orientation training on November 30th.

Next scheduled meeting is January 20th at 6:30pm.

Becky moved to adjourn the meeting at 8:14pm, Becky seconded; all voted in favor.