

Windsor Public Library Board of Trustees Meeting Minutes

Date and Time: April 27 at 7:00 PM
Location: ~~Windsor Public Library meeting room~~
Join Zoom Meeting <https://zoom.us/j/95855557158>
1 929 205 6099 US (New York)
Meeting ID: 958 5555 7158

Based on temporary amendments to the open meeting law in H.681 An act relating to government operations in response to the COVID-19 outbreak, the April Board meeting will be held virtually via Zoom.

Physical location requirement temporarily waived. Members of a public body may attend any public meeting using electronic means, without being physically present and without designating or staffing a physical meeting location.

Public participation and advance public notice required. When meeting electronically, a public body must use technology that permits attendance of the public. Whenever feasible, public access must be allowed by telephone. Information regarding how the public may access meetings electronically must be posted and must be included in each meeting agenda

Library Trustees: Jacquelin Carty, Eleanor Clark, Janet Farley, Kate Gibbel, Kathy Marsh,
Donna Palatucci, Mike Welker, Vi Welker
Ex-Officio: Ruth Doiron – Friends' President, Heather Prebish – Selectboard Chair,
Deb Ouelette – Town Treasurer
Library Director: Barbara Ball

absent (x)

Agenda Items: Call to Order - 7:03pm

Changes or Additions to the Agenda - none

Approval of Minutes March 23, 2020

-Donna moves to approve; Kathy seconds, motion carries

Correspondence In/Out

Reports

- a. Friends of Windsor Library
 - a. Meetings postponed due to COVID-19
- b. Library Director and Youth Librarian
- c. Finance Committee
 - a. Motion to reduce monthly withdrawal from the Mascoma investment account to \$400 [from \$800] pending review in the future
 - i. Donna moves to approve; Eleanor seconds, motion carries.
- d. Public Relations Committee
 - a. Barbara reinvigorating WPL social media
- e. Development Committee

- a. Mighty Cause Library Giving Day pretty successful
- b. Motion for the Development Committee to continue working with Diane Foulds' Community Garden option at WPL on the east side
 - i. Kate moves to approve; Vi seconds, motion carries.
- f. Building and Grounds

Old Business

- a. Strategic Plan, Goal(s) for 2020
 - Goal 2: Historical Collections
- b. COVID-19 Impacts e.g. Budget, Interest Income
- c. Bake Sale Schedule for 2020
 - cancel Memorial Day slot
- d. Book Sale 2020
 - postponed until further notice
- e. A plan for improving accessibility
- f. Corporate appeal letter
- g. Next Policy Review – e.g. Personnel Policies
- h. New Board candidates

New Business

Public Comments

Next Meeting is Monday, May 18, 2020 (May 25 is a holiday)

Adjournment - 8:36pm

Donna moves to adjourn; Kate seconds, motion carries.

Windsor Public Library - Director: Barbara Ball - Report to the Board of Trustees – April 27, 2020

Programming: <u>Past and Ongoing:</u> Genealogy group - Suspended Stoughton/Evarts book delivery ongoing – Suspended Spanish class – Suspended Knitting Group – Suspended Learn to Play Mahjong – Suspended Poetry Workshop/Freewrite - 2 Meditation – 0-2 Tea at Two on Tuesdays – 0-3 Creative Writing Group – 3 Great Reads for a Pandemic – 3 Virtual Open Mic – 6	Statistics: <u>Oct, Nov, Dec, Jan, Feb, Mar (Mar 2019)</u> Adult & YA: 858, 784, 792, 754, 696, 784 (975) Juvenile Circ: 557, 429, 448, 536, 559, 439 (738) Audio/Ebooks: 131/63, 103/45, 119/57, 126/53, 111/31, 111/73 (68/64) ILL in/out: 46/23, 37/31, 44/39, 39/35, 36/35, 36/16 (70/39) Reference Q's: 51 (72) Visits: 1694, 1290, 1144, 1336, 1198, 661 (1591) Computer Use: 258, 198, 197, 221, 161, 87 (230) Wi-Fi connections: 342 network connections
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Just a really nice quote on how much this library means to people: I spoke with Rebecca Roisman to check in. She said, *“Even with social distancing, I still feel so connected to you and our library because with this library, the connections run deep.”*

Correspondence:

- \$500 received from the Nash Foundation!
- \$250 received from Bank of America Employee Giving Program!

The library closed to the public starting on 3/17 (when school was also dismissed.)

We provided curbside pickup and delivery of resources, copying, scanning, etc., until the Governor's Stay-At-Home order was put in place on 3/24. Curbside resumed on 4/20 with the governor's amendment to Stay-Home-Stay-Safe.

During work from home time, I have been running virtual programs, updating the website, attending several VLA, ALA, and other trainings on fundraising, virtual programming, library advocacy, library management, etc. I've also worked to reinvent our Twitter account and set up an Instagram Account.

I've been compiling a list of grant possibilities for our ADA compliance/expansion and worked to make our individual and corporate donor databases easily usable with Little Green Light, Access, or any program we choose to use with it.

I pre-applied for a COVID-19 Disaster Loan Application. If received, I believe they will pay up to \$10,000 towards 8 weeks of salaries. As long as no employees lose their jobs, we don't have to pay this loan back. I did the initial paperwork and then did some revised paperwork.

The web page "DONATE" link now goes to our Mighty Cause website instead of PayPal since Mighty Cause gives donors the option of paying their fee. (So we can hopefully get the full \$100 of a \$100 donation and not just \$93.)

I've been advertising virtual programming on our website, through social media, on Front Porch Forum, in Tom Marsh's newsletter, on City Spark, and through local press contacts.

We closed our virtual ILL doors and changed all due dates in KOHA to 5/1 (except for items which were already extremely overdue which Sarah is dealing with.) Items are currently set to automatically renew.

I created a Library Giving Day fundraising letter with assistance from the fundraising committee. I shared this to Tom Marsh's newsletter and used social media to talk up this fundraiser. **Library Giving Day has raised about \$925.** I left the site open for another few days just in case.

I signed us up for Giving Tuesday and will get that up on our website, etc, next week.

Rebecca Roisman and Rich Vanderweit have stepped up and agreed to lead a **virtual gardening talk on 4/27 at 7pm.** Yay! Still waiting on High Mowing Seeds donation for the seed library. And also wondering how best seeds could be distributed once their received with curbside delivery....

Budget

I communicated with Todd at Mascoma re our investment account. He said we should only be taking about half of what we currently are each month for the account to stay in the black long-term. I drafted a revised 2020 budget for your review to more closely reflect the current fiscal reality. But then I also included one which would include removing the entire \$9600 draw from that account altogether (since Jacquelin, you had mentioned this.) This is do-able but painful as it entails reducing staff hours by 2/week each (not including Cindy whose cleaning duties would not change.)

If we do get the COVID-19 Disaster Loan approved, this will greatly ease the situation making this more dire action hopefully unnecessary.

Volunteer Update

All volunteer shifts have been stopped for now except for individuals interested in running virtual programs, etc.

I emailed a letter to volunteers, providing them with an imaginary volunteer appreciation day and promising an in-person day once things return to normal. (Board members are also volunteers which is why you received the email as well. Thank you for all you do!)

Technology Update

We've been running virtual programs using JITSI and ZOOM (and Sarah's been doing hers on Youtube.) This has actually been working better than expected although attendance has been lower than hoped for. Hopefully once people get more used to and curious about using these online platforms (and more resigned to not being out of this situation anytime soon), the numbers will improve.

Monthly Youth Library Report

April 27, 2020

Ongoing Virtual Programs

- Read Aloud Videos for Preschool & Toddler and/or K-4 on YouTube platform (some available for 30 days and some until June 30th per publisher permissions).
- After Virtual School Project Videos on YouTube platform. These can be online indefinitely.

Special Programs

- Partnering with Hartland library again to bring copies of the 2020 Vermont Reads book to WPL. We received 10 copies of The Hate U Give by Angie Thomas and will have a combined multi-generational book discussion this summer. This will probably be a virtual program.
- Working on ways to continue with the 2020 summer reading program if the physical library is closed. Will attend 5/4/2020 Youth Services webinar on resources/ideas for virtual summer programming.

Acquisitions since last meeting

- Roughly 50 juvenile and young adult award-winning books (Red Clover, Green Mountain Book Award, DCF) were ordered just before the library closed. Half of these were received and processed; the other half is sitting in a warehouse in Georgia until the building reopens. All were purchased with Frothingham funds and not through the juvenile or YA materials budgets.

Other

- Received \$200.00 Summer Performer Reading Grant through the VT Dept of Libraries.
- Attended Summer Performer Grant webinar (required for recipients) 4/17/2020
- Attended Dorothy's List virtual conference 4/10/2020
- Attended VT Youth Services webinar 4/2/2020
- Helped students (and parents) to use Vermont Online Library for research.
- Helped patrons with various questions regarding e-book/audiobook resources and other reference questions.