

Windsor Public Library Board of Trustees Meeting Minutes

Date and Time: May 18 at 7:00 PM
Location: Windsor Public Library meeting room
Join Zoom Meeting <https://zoom.us/j/97258229402>
Telephone: 1 929 205 6099 US (New York)
Meeting ID: 972 5822 9402

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 May 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, Library Director Barbara Ball
Ex-Officio: Ruth Doiron – Friends' President, Heather Prebish – Selectboard Chair, Deb Ouelette – Town Treasurer

Agenda Items: Call to Order - 7:02 pm

Changes or Additions to the Agenda

Approval of Minutes April 27, 2020
Eleanor moves to approve, Donna 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
- d. Public Relations Committee
- e. Development Committee
 - a. Potential to connect with Riverpower Podcast Mill to reach a different and bigger audience regarding WPL and its services/programming; ties into PR as well
- f. Building and Grounds

Old Business

- a. Strategic Plan, Goal(s) for 2020
 - Goal 2: Historical Collections
 - i. Revamp Collections Policy
 - ii. Newspaper Collection -
 - 1. Digitized or not? Will review past Board minutes - potential opportunity for grant to do so
 - 2. Publicize collection
 - 3. Potential to connect with school district
- b. COVID-19 Impacts e.g. Budget, Interest Income
- c. Bake Sale Schedule for 2020
 - Wait and see when rest areas open
- d. Book Sale 2020
 - Jacqueline to contact the Vermont Department of Libraries regarding hosting a book sale during COVID
 - Barbara to review library listservs to see how other libraries are handling or planning for their book sales
 - Potential to host Book Sale online
- e. A plan for improving accessibility
- f. Corporate appeal letter debrief
 - Pro - Development Committee review
 - Con - We missed adding personal notes
- g. Policy Review – Personnel Policies
- h. New Board candidates

New Business

- a. Two new garden beds on east lawn;
Eleanor moves to approve, provided the Dulacs agree, Kathy seconds;
motion carries.

Public Comments

Next Meeting is Monday, June 22, 2020

Adjournment

Vi moves to adjourn, Eleanor seconds; meeting adjourned at 9:01pm.

Windsor Public Library - Director: Barbara Ball - Report to the Board of Trustees – May 18, 2020

<p>Programming: <i>Past and Ongoing:</i> Genealogy group - Suspended Stoughton/Evarts book delivery ongoing – Suspended Spanish class – Suspended Knitting Group – Suspended Learn to Play Mahjong – Suspended Poetry Workshop/Freewrite - 3 Meditation – 0-2 Tea at Two on Tuesdays – 0 Creative Writing Group – 3 Virtual Open Mic – 5</p>	<p>Statistics: <u>Nov, Dec, Jan, Feb, Mar, Apr (Apr 2019)</u> Adult & YA: 784, 792, 754, 696, 784, 71 (864) Juvenile Circ: 429, 448, 536, 559, 439, 67 (690) Audio/Ebooks: 103/45, 119/57, 126/53, 111/31, 111/73, 111/117 (58/32) ILL in/out: 37/31, 44/39, 39/35, 36/35, 36/16, 0/0 (45/35) Reference Q's: 35 (58) Visits: 1290, 1144, 1336, 1198, 661, 0 (1757) Computer Use: 198, 197, 221, 161, 87, 0 (210) Wi-Fi connections: 211 network connections</p>
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April Wi-Fi connections: only 211, down from 342 for March. The town office is offering free wi-fi access to their parking lot so people have less of a draw to use ours.

Correspondence: Still some checks coming in from the Library Giving Day/Giving Tuesday push so we are now at about \$1425. Thank you cards/letters have been sent to all donors (except for those who expressly asked not to receive one.)

Checks have started coming in from the corporate appeal. \$470 raised so far, and 5 new donors. We also had a lot of “Addressee Unknown” returns: about 40 so far.

I’ve started a Windsor History Page on the website and scanned in and included a few tidbits from the collection as a way to show folks a sampling of what we have and to increase interest in the collection.

Applied to the Golub Foundation to request money from Price Chopper for our Corporate Fund Drive.

Submitted a VT Covid-19 Cultural Relief Grant that would provide \$5,000 if we get it. Decisions will be made after 5/31.

We’ve been having issues with Tom Marsh’s newsletter for the past 3 weeks that library information (and other stuff) is getting “clipped” by MailChimp. So, at the end of his email, if you didn’t notice the, “Message clipped. Click here for full info,” you don’t see library events. Hopefully this will be resolved for the coming week....

A volunteer is making us a plexiglass shield for the front desk for when we do open. It will be free standing and give us some additional safety while hopefully not being too much of a barrier.

As suggested by the VDOL, I’m drafting a phased reopening plan for the library. We are currently in phase 1, offering curbside delivery and only virtual programming.

The seed library is open for curbside delivery of seeds. We are still waiting for the High Mowing seeds to arrive. I got an email from them last week that seeds are now on the way. They had stopped all donations for a few months due to having to socially distance and having an excess of paid seed orders.

Melissa has scanned in the board minutes to include director’s and children’s librarian reports for 2018-2020. I put these up on the website. She will get to the other years as well.

We are quarantining all materials that are returned to us via 3 milk crates (day #1 through day#3.) Materials returned go into the day#1 crate and then each day advance a crate until they are able to be reshelved and checked out again. This is to ensure there is no virus on the resources when it is checked out.

Interlibrary loan is resuming the week of 5/25. We have been getting quite a few ILL requests.

Budget

We got the PPP loan for \$17,100. We need to show clearly that it is spent on salary for the next 8 weeks. We can also use up to 25% of it for the electric bill, water/sewer, and health insurance. Anything not spent on these usage needs to be returned so the loan won't have to be paid back. Mascoma provided us with a helpful form to document expenditures. It seems like hopefully \$14,300 of the loan will be forgivable. We can give back the other \$2800 at the end of the 8 week period.

Because of the PPP loan (and also the \$5,000 grant if we get it,) we're in good shape financially for this year but next year is concerning. If we do get the \$5,000, maybe there's a way that we can have some of this year's money cushion next year's budget?

Volunteer Update

I got 2 new (in house) volunteers to sort seeds. Also a volunteer to create a plexiglass shield for the front desk for when we do open to the public.

Master Gardener Gordon Clark has volunteered to give us the gardening talk.

All in-person volunteer activities are currently suspended.

A thought that maybe as part of our phased reopening, there might be volunteers willing to make the library face mask that can be offered to patrons who come in without one.

Technology Update

I've started putting some historical resources online.

When we got the PPP grant, I splurged and got a zoom membership for the library. (Only \$15/month.) I'm hoping more people will participate in online programming if it's a program they're already familiar with.

Programming

The Martha Hennessy ZOOM presentation this Thursday should be amazing. She is Dorothy Day's granddaughter (founder of the Catholic Worker movement) and she is being sentenced in a week for doing civil disobedience as part of a plowshares action. Janet connected her with the library.

A lot of good energy and enthusiasm at last week's open mic with both music and poetry and excitement to continue having virtual open mics.

Gordon Clark, a Master Gardener and Co-Coordinator of the Vermont Victory Gardens Project has agreed to lead the virtual gardening talk on 5/27. He's asking for questions to be submitted ahead of time to help guide his talk.

Diane Foulds wants to start the climate change book discussion group in June. Her thought is to sit in chairs 6' apart behind the library if the weather is nice. Zoom if it's not.

I'm changing the format of the writer's group to hopefully attract more interest based on a successful writer's group I started zoom-attending based in Saxton's River. So rather than write during the group, participants share a google drive where work can be uploaded ahead of time and read by participants, then discussed during the group.

Monthly Youth Library Report

May 18, 2020

Ongoing virtual programming continues

- Weekly read-aloud videos for Preschool & Toddler and K-4. Some are available for 30 days and some until June 30th per publisher permissions.
- Weekly afterschool project videos on YouTube. These can be online indefinitely. These take quite a while to make (from idea/plan/film/edit/render/upload, etc.)

Other

- Helped patrons with various questions regarding e-book/audiobook resources and other reference questions.
- Attended 5/4/2020 Youth Services webinar on resources/ideas for virtual summer programming.
- Working on ways to promote and carry out the 2020 summer reading program while the library is physically closed. These may include simple(ish) Take & Make projects; possible science/STEM related video access, and maybe a continuation of the afterschool project videos. Still working on what this will all look like.
- Weeding through entire collection – there will be quite a few boxes of children's books for the book sale whenever it takes place.
- Curbside delivery/printing services and general phone help 2 mornings each week.

