

Windsor Public Library Board of Trustees Meeting Minutes

Date and Time: August 24 at 7:00 PM

Present: Library Trustees: Eleanor Clark, Janet Farley, Kate Gibbel,
Kathy Marsh, Donna Palatucci
Director: Barbara Ball
Absent: Jacquelin Carty, Mike Welker, Vi Welker

Agenda Items: Call to Order – 7:05 call to order by Donna
Changes or Additions to the Agenda - N/A

Approval of Minutes July 27, 2020
Kathy motions to approve
Janet seconds
Motion carries

Correspondence In/Out

No correspondence

Reports

- a. Friends of Windsor Library /
 - They are meeting Sept 9 5:30 in back yard
 - Book shed out behind Library for Book Sale?
- b. Library Director and Children's Librarian
 - 5K Your Way – will net \$250 or more
 - Stoney Electric to replace electric panel to stop buzzing
 - Will hear back on Accessibility Grant in September
 - Some volunteers are willing to come back; will wait to see what to do
 - The Science of Bubbles was a big hit!
- c. Finance Committee
- d. Public Relations Committee
- e. Development Committee
 - Director will track donors on LGL
- f. Building and Grounds
 - Gardens look great
 - Food has been donated to the Trinity Food Shelf
 - Still water leaking into basement
 - Waiting for quote from Stoney Electric for faulty panel

Old Business

New Business

- Put supplying Narcan and training for staff on the agenda for next month
- CPR training for staff as well
- Sarah continuing with the awesome children's programming

Public Comments

Next Meeting is Monday, September 28, 2020

Adjournment

- Kate motions to adjourn
- Kathy seconds
- Meeting ends at 7:36 pm

Windsor Public Library - Director: Barbara Ball - Report to the Board of Trustees – Aug 24th, 2020

Programming: <i>Past and Ongoing:</i> Genealogy group - Suspended Stoughton/Evarts book delivery ongoing – 4 Knitting Group – Suspended Learn to Play Mahjong – Suspended Spanish class – 4-5 Poetry Workshop/Freewrite - 0 Virtual Open Mic –8 Organic Gardening - 16 Climate Change Group – Happening 8/25 Afternoon Book Group – Happening 8/26	Statistics: <u>Feb, Mar, Apr, May, June, July (July 2019)</u> Adult & YA: 696, 784, 71, 524, 341, 398 (981) Juvenile Circ: 559, 439, 67, 392, 190, 256 (537) Audio/Ebooks: 111/31, 111/73, 111/117, 100/124, 122/102, 133/86 (73/40) ILL in/out: 36/35, 36/16, 0/0, 17/9, 39/18, 51/35 (39/35) Reference Q's: 49, 51, 35, 59, 57, 76 (63) Visits: 1198, 661, 0, 0, 0, 0 (1644) Computer Use: 161, 87, 0, 0, 0, 0 (249) Wi-Fi connections: 346 network connections (Aug)
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Staffed a library table at the Black Lives Matter candidates' event on the common on 8/2.

The Trouble Alert in the newspaper room kept alerting, saying there was smoke in the newspaper room. Tasco ended up coming and fixing it (\$261 – ouch.) and will do an annual inspection on 9/1.

Despite being “open by appointment,” we aren’t getting very many people who actually make appointments. So we’re doing the “walk-ins welcome” approach. Someone is welcome to knock and see if they can have a “now-ish” appointment. That’s been working pretty well. We are having to remind some people re mask use (especially once inside the building – yes! You need to keep it on!) Some people are preferring to stay with curbside delivery.

Applied for a grant from VTLIB to pay for part of our courier service. Unsure if we’ll get it or not. It’s dependent on the amount of the library budget.

Last year, in July 311, DVDs were checked out. This year, only 23. I’m assuming this is because the pandemic got people to sign up for streaming services. I wonder if these numbers will turn around once things are normalized again.

We have only had a few computer appointments. One was for someone applying for work. The other 2 were for folks needing to print something out.

I got appointed to be VLA Public Libraries Division President.

The electrical panel in the basement was buzzing loudly 8/14 so I called Stoney Electric. Apparently it’s a circuit that is old. He said the buzzing isn’t dangerous. The worst that would happen is that one day the lights wouldn’t come on at all and we’d have to get Stoney to fix them which might take a few days. I’m checking with them to see how much it would cost to get the circuit replaced now so we don’t risk a few days without lights in the dark of winter.

Historical Collection

A young woman came all the way from Burlington and spent the afternoon on the Microfilm Machine researching her roots. I gave her the old map of town to look at as part of her research. When she left, she was so pleased and excited from her research. “I was able to find my ancestor’s house!”

I’m continuing to go through the old collection. We have a shelf-full to donate to the Windsor Historical Society.

Accessibility

Bob Haight and the fire inspector from Springfield, Jay Moody, will go through the building on Wednesday at 11. This is our next step in making our accessibility a reality.

Jacquelin found the Christopher Reeve Foundation which could be another really good funding source for our lift. Their grant opens on 9/9.

Budget

The Tasco bills and AED battery/pads have been racking up the equipment maintenance line item.

We've raised \$370 (including funds and people saying they'll do it but haven't paid yet) so far as of 8/20 on the 5K Your Way (10 t-shirts sold so far so we'll owe Clever Cow a little over \$110 so far...) So, thus far we'll net about \$260....

Volunteer Update

Discussions with Sarah re when to have volunteers return. The problem currently with not having volunteers in the building is that – with needing 2 staff (or volunteers) in the building at all times, going on vacation or if someone got sick (i.e. not COVID, but maybe something non-contagious, etc.) we'd either have to hire subs or run with only one staff for a shift, etc. We may look at staffing select shifts with volunteers. We'll probably wait a few weeks and see if business picks up at all. Right now, it is pretty slow and we're weighing the helpfulness of volunteers with the concern they'd be bored or an extra breathing body in the time of COVID-19....

Programming

We had a man from St. John's Newfoundland come to the Open Mic on 8/17. He told some wonderful stories.

UVM Extension Master Gardener Gordon Clark did another amazing master gardener talk via zoom on 8/20. This will also be featured on Windsor On Air.

Technology

Our AED machine needed a new battery, resulting in an unexpected \$200 expense.

Children's Librarian Stats:

7/29 YA/adult book disc. of Hate U Give – 8 – Great, insightful discussion.

8/8 Tie Dye day #4 – 13 – Another successful day of tie-dye. We'll have one more tie-dye day on 8/28.

8/15 Science of Bubbles – 15 – So much fun happening in the backyard. Rebecca Haines does such a great job. It was really enjoyed and appreciated.