

WPL Board of Trustees Meeting

Minutes

October 6, 2021

Join Zoom Meeting

<https://us02web.zoom.us/j/84642922754?pwd=OWozbnNNVXV6QjhTNUdHdkZQVIBQQT09>

Meeting ID: 846 4292 2754

Passcode: 610205

The meeting was called to order at 10:04 with December Rust attending as a guest.

Covid Update:

Whitefield's rates are lower than Lancaster and Littleton, but still higher than anything we've seen prior. The schools are not allowed to close due to the governor's mandate of 5 days in person, so they will be open come hell or high water (or, quite literally, plague, pestilence, and pandemic). Courtney checked what other local libraries were doing.

We have unvaccinated patrons. We have patrons whose status we don't know. Most people have been very respectful about masking, with a couple of less than enjoyable exceptions. I have reached out to other local libraries to see what they are doing.

Library Facilities/Infrastructure/Mandates.

- **Stairs are coming along and the signposts are here. They need to get in the ground before November 1.**
- **The stairs are almost done. They will be the same height as before as we are just rebuilding them. While not to code, that is acceptable as it is an historic building.**
- **They were built on rubble and you could see into the basement. They will be resting on a concrete foundation. Ground work was done and the bricks were repointed.**
- **Sign posts ~ Jennie has the dimensions of the sign and the posts will be going in before frost. We tweaked the sign design to add another page to the logo. The sign will be perpendicular to the road and Courtney will check with Dig Safe before digging begins.**

- **CDBG feasibility \$25,000 grant** is in the works. Many thanks to people who were able to attend Monday's meeting. We didn't have to say much, but representation matters.
 - Peter Cory is in favor of the grant.
 - **Claire Houghton letter** ~ Claire is 86 years old and not a full time resident.
 - **Katy will send her a nice letter in response.**
- **Blast Emails** ~ used to be sent by the town. The library will look into getting the information from Judy Ramsdell and they can be sent out from the library to those who subscribe..

- **Stewardship of the library and the town's level of responsibility**
 - **Rob and I have spoken at length about the stewardship of the building. We are in agreement that the town should really take responsibility for the physical plant (inside and outside) and major systems (heating, plumbing, roof, life safety, alarms). This will ensure that routine**

maintenance, annual maintenance, and long-term planning are done and the library gets to exist for another 100+ years in good shape.

- The Library is a town building and should be responsible for it. The Town is responsible for the physical plant.
- There is a Budget Hearing in November.
- A motion was made by Cathy and seconded by Tam that ~ The Town of Whitefield shall accept stewardship of the physical plant and grounds of the Whitefield Public Library in agreement with and partnership of the Library's Board of Trustees. All were in favor.

- I have spoken with Sandy about this. She is on board. (History matters.)
- Sandy has 44 years of being librarian and she didn't manage the facilities as librarians are not facilities managers.

This will change what our budget looks like. Which costs would be taken over by the town?

- Heating, electric, maintenance (some but not all),
 - Maintenance will be taken over

- **Informational- Yeaton Associates Basement walkthrough** information (Keith). They are going to do a narrative proposal regarding our heating, cooling, dehumidifying situation in the basement. This can be used for future grants and planning.
 - Ed Betz has been a great resource for this.
 - Keith did a walk through with Courtney and Rob. We will get a narrative from Yeaton Associates eventually at no cost to us.
 - There is a dry well on the Catholic Church's property that they have tied into. This may be overwhelming the well with water causing some of the water problems. If it works, when construction is done, it would be good to enlarge the well.

Library Financial

- **Other than the proposal for DPW to take over facilities, other thoughts on changes to the budget?**
 - I am spending down our regular budget. Grant monies and donations received this year have been put into Special Projects.

 - Should we need, those funds can be moved to the Appropriations account toward the end of the fiscal year.

- Koha fees will be paid through December 2022
 - Courtney is working with the Koha folks but is likely to need to buy scanners and barcodes. Whe is working with Weeks and Coos Libraries to see what is needed.
 - Scanners might be as high as \$300 and we may need two of them. We have enough money in Special Projects to cover the costs.
 - The training will run for 8 days and be two hours each day.
 - A motion was made by Lucy to “purchase what is necessary to implement the Kohas transition”. Cathy seconded the motion and all were in favor.
- **WLFP checking account- permission needed.** The Whitefield Little Free Pantry needs a bank account. I met with Kathy Truland at Passumpsic, and her recommendation was that it be part of the library’s accounts (because the LFP doesn’t have any employees or an EIN), but that I’m in charge of this one, unlike our library account. This would require a letter from the board (signed by Tam and Katy), authorizing me to be the signatory on this account. We are covered by the Good Samaritan Law
 - Checks can be made payable to the Whitefield Little Free Pantry
 - The present Whitefield Food Pantry is closing
 - The pantry is pretty empty at present.
 - Ammonoosuc Health will lend their 301 5C
 - After discussion it was decided that we would open the account for the pantry under the library so we can access the funds from the Coos County Commissioners and get food into the pantry before the holiday season. It will be a savings account with a debit card attached
 - Tam made the motion, Judy seconded it and all were in favor. Courtney will write the letter and Tam and Katy will sign it.
- No news on Covid relief money, but some could be used for the basement issue.
- Library budget hearing on November 8 @ 6:30pm. Representation and support are always welcome. The budget should stay the same.

Koha

- I’ve been doing weekly trainings. The week of November 8-12 is going to be a little crazy. We have two hours worth of training every day. I’m not quite sure how I’m going to do that and have the library open normal hours. I have reached out to Bywater Solutions (our trainers) see what our actual schedule will look like. I’ll keep you posted.

Staffing:

- Sandy is gone, Sara is moving (but sometimes available). Emily (from the book group) is in training.
- What I was able to do when we were fully and reliably staffed v. what I’m able to do now are two very different things.
- Potential internship- Audia F. Audia is too young to be left on her own but should be a great help.
- Carolyn has some health issues (low energy) and we are short staffed..

Community Partnerships

CLiF grant

- Approx. \$2000 in children's books will be coming to us and \$500 to WES. They are ordered.
- ___Programming will be organized with WES. Two speakers, one fall and one spring.

Dolly Parton Imagination Library

- First books have not yet arrived. DPIL has been contacted. Cathay will let Courtney know when her granddaughter's book arrives.
- Waiting on the school for promo and contact to families. **Action needed by the board: None**

In house programming

Halloween- Going to keep it small this year. We will decorate and hand out free books from Oct. 23-Nov.1, but I don't want a zillion people coming in on one day. It's just not safe.

New Book Group!

- Next meeting is October 13 @6:30pm with LabGirl. November's book is *The Great Alone*.

FOWL/Library as 501c3

- Paperwork in review by Suzy Colt, retired lawyer

Lucy brought up the need for a drop box particularly as winter is coming. One from the Library catalogue could cost \$5000. Courtney will check with Wilco and research other options. We need it quickly so if she finds something suitable at a good price she will send out an email so we can vote on it. We were all in agreement that we need one.

The next meeting will be on November 3rd at 3 PM due to scheduling conflicts. We will decide closer to the time if it will be Zoom or in person. Katie motioned at 12:07 to adjourn the meeting and Judyn seconded it.

Does anyone know anyone who wants to do Children's Programming?

NEXT MEETING NOTE: I will be out of town the morning of November 3.

We can either meet in the afternoon of that day, 9am on Thursday, 11/4, Monday, November 8 before the budget hearing, or ...?

Annual Dates:

**January 1 Start of fiscal year (but still running on the previous year's budget)
Members get on the ballot for Board (see Judy at Town Office)**

February	Budget Hearing Summer Learning Grant applications
March	Second Tuesday- Town Meeting and Voting CLiF grant applications
April	ANNUAL MEETING Vote on new slate of officers (or re-approve old slate) Approve spending for Summer Program
May	By-laws review?
June	Summer Program begins
July	Book sale preparations
August	Book Sale (first or second weekend, typically)
September	Discussion of new potential board members for alternate positions
October	Budget planning Halloween Event
November	Budget meeting (town department heads and board reps)
December	Winter book give away (Winter holidays)