

Weathersfield Proctor Library Trustees Meeting Minutes

Thursday, June 24, 2021 at 7:00 PM

5181 Rte. 5 Ascutney, VT

Approved: July 15, 2021

Attendance Trustees: Chair-Mavis Shand, Vice Chair-Cindy Osgood,
Secretary-Anne Parent, John Waite, Rika Henderson, Guests:
Library Director (LD)-Mark Richardson

1. Call Trustee Meeting to Order-7:04 p.m
2. Consent Calendar - *The consent calendar consists of items that are considered to be routine in nature and will be enacted in the form of one motion. Any item can be removed from the consent calendar and heard in its regular order at the request of any Library Trustee or Citizen.*
 - a. Cindy made a motion to approve the minutes from 04/15/2021. John seconded and all voted in favor. Rika made a motion to approve the minutes from 05/20/2021. Anne seconded and all voted in favor.
 - b. Rika made a motion to approve WPL expenditures dated June 24, 2021. Cindy seconded and all voted in favor. The Town of Weathersfield has experienced some staff transitions and the LD Director will work on updated procedures with the Town Manager. Anne & Rika to confirm their approval when they sign the warrant at WPL on Friday, June 25.
3. Comments from Citizens on Topics not on the Agenda: None.
4. Library Director's Report: LD Mark is encouraging his staff to take vacation time (well-deserved!) LD Mark was able to visit with Steve Donohoue and a good visit was had.
 - a. Anne made a motion to recognize Juneteenth (June 19) as a WPL employee holiday. Cindy seconded and all voted in favor.

The roll out of Aspen is almost complete with LD Mark and Glenna primarily working on it. Glenna's roll out of the Summer Reading Program has been going well. The grant-funded courier service for the ILL is appreciated. Judy's strong administration of the ILL process at WPL allows our library to increase the size of our collection and is a strong support for our patrons.

NEW BUSINESS

- a. Meeting with Architect: Rick Bates has graciously agreed to act as point person for the new construction project. Anne and Rika to support reconciliation of accounting to make sure the process is sound. Chip the architect to be coming to WPL on Wednesday, June 30 at 10 am to have a planning meeting.
- b. ARPA Grants to Public Libraries: LD Mark reported that the Vermont State Librarian is urging VT libraries to apply for relief funding under the America Rescue Plan Act (ARPA). The application opens on 07/08/2021 and needs to be completed within 30 days. Funding determinations will be communicated out in 09/2021 and funds distributed in 10/2021. The funding will be allocated to recipients via a formula based process and WPL may expect a minimum of \$2,000 for equipment and supplies. There seems to be ample support for the application process with webinars and office hours being offered.
 - i. Cindy made a motion to give LD Mark authorization to apply for the ARPA grant for the Vermont Room Project. John seconded and discussion followed. LD Mark proposes utilizing the ARPA funding to purchase a high quality document/scanner to properly digitize documents, photographs, etc. This purchase would allow us to better equip the Vermont Room to its envisioned purpose. LD Mark to share specific equipment information with Trustees prior to purchase. Motion called and all voted in favor.
- c. DRM, Amazon, and ebooks for Public Libraries: Trustees discussed how Digital Rights Management affects/limits the availability of ebooks for libraries/patrons. Thank you to Rika for forwarding the informative article.
- d. Programming (and fundraising) for 2021/2022: LD Mark would like the Trustees to brainstorm new individuals to cultivate for the Trustee appointed Fundraising Committee. Support is needed to revision events as needed- Trunk or Treat, Summer Evening with Friends and Trivia Night.
- e. New air conditioners/New office bookcases: Two new air conditioners have been purchased for the main level. These models will not damage the windows. The heat pumps cool the rooms with the new construction. Three new metal bookcases (built by LD Mark's son) have been installed downstairs to keep everything off the floor. Thank you!

- f. End of year finances: LD Mark reported out on end of year spending.
- g. Grant received for new air purifier main reading room: \$400 grant received to fund a new air purifier for the main reading room.

OLD BUSINESS

- b. Summer Reading Program (Youth and Adult) and new app: Youth Librarian
Glenna has done a great job of rolling out the summer reading program.
Trustees viewed adorable crafts!
 - c. Bill as introduced to the Vermont Legislature – S.26 (Update of broadband funding): Trustees should review S.26. Joshua Muise - our contact at VT Department of Libraries will be in touch to relay how funding will be rolled out. Improvements will be coming. Trustees to invite Representative John Arrison to a future meeting to talk about the bill/impacts for libraries.
 - d. Volunteers: LD Mark & Trustees to brainstorm individuals to volunteer. It is exciting to welcome them back into the library. Excellent opportunity for high school students needed community service hours.
 - e. Plaque update - Trustees viewed appearance and verbiage of demo plaque for Reading Room.
5. Adjourn: Anne made the motion to end the meeting at 8:20 pm. Cindy 2nd the motion. Motion carried.

Every Day is a Gift - Sending love to Cookie & Ernie Shand and their whole family.

Submitted by Anne Parent
WPL Board of Trustees Secretary
June 28, 2021