

Grand Isle Free Library Minutes

October 16, 2019

I. The meeting was called to order at 5:04 pm by Karen Allen

Board Members Present: Karen Allen, Colleen Bushway, Howard DeMars, Glenda Leake and Kate O'Neill

Library Director: Rhonda Richard

Community Member(s) Present: Friends of the Library: Linda Thompson

Amend Agenda for Matters Not Listed: Future plans for library

II. Secretary's Report

Minutes of the August 12, 2019 meeting: Copies of the meeting were available to the board for review. Colleen moved to accept the minutes, Howard seconded the motion. Karen noted that Carolyn McCray's name was misspelled in the minutes. There was no further discussion. The minutes were passed unanimously.

Minutes of the September 16, 2019 meeting: Copies of the meeting were available to the board for review. Colleen moved to accept the minutes as written, Glenda seconded the motion. There was no further discussion. The motion passed unanimously.

III. Treasurer's Report

Colleen discussed the Treasurer's Report as presented. Copies were made available for review and discussion. Colleen was unable to talk to Melissa prior to our meeting. The money for the 2019-2020 will become available from the town the end of October, 2019. All new book purchases will come out of the new budget. Rhonda is responsible for managing book and supply purchases within the new budget. The check from Melissa for \$292.50 has been received and will be deposited in the ILL fund.

There was a discussion of the Certificate of Deposit. This had been brought up previously when a new library was more current. With the future of a new library on the table and the need for access to the CD's not pressing, it was decided to let them stay as is with no changes.

Colleen moved to accept the treasurer's report, Kate seconded. No further discussion. The report was passed unanimously.

IV. Librarian's Report

Rhonda presented the Librarian Director's Report. Copies were made available for the board to review. There are many new books in the library, with more being ordered. The programs being offered have been well received and are popular. Rhonda has submitted many grant proposals and is waiting to hear back from them. She will begin preparations for the 2020-2021

budget. With the end of summer, it is expected that some numbers may decrease and resume pre-summer attendance and library usage.

V. New Business

a. Report on Governor's Capital for a Day visit, August 19, 2019

Colleen, Kate, Rhonda, Glenda, and a mom and her daughter from Storytime were able to attend. Colleen reported on the visit by Jason Broughton, the state librarian. It was a very useful visit. Mr. Broughton asked many questions, took many notes and thanked us for all the information we shared with him. He hopes to impress upon the legislature the need for financial support in addition to what the Vermont Dept. of Libraries does for us at this time.

b. Patron Fines

A check will be made out to the Milton library for reimbursement of books which were not able to be recovered from a Grand Isle Library patron. The patron will not be allowed to take anything more out from the Milton library. There are other patrons with overdue books/DVDs who Rhonda has identified and has been in contact with, either to return the overdue items or reimburse the library. Payment options are being discussed. The patrons are no longer allowed to take out books, etc until matters are resolved.

This is an ongoing problem with no easy solution. The Reimbursement/Fine policy needs to be revisited and revised as necessary. Rhonda is attending a meeting of Library Directors October 22, and will see what other libraries might be doing about this problem.

VI. Old Business

a. Safety information – Finalize AED Information

Glenda and Colleen attended the AED training held by Sheriff Allen. The library AED is located in the bathroom with the first aid kit. The updated Safety Guidelines was signed and dated. The policy and AED information will be placed in the policy manual.

b. Review of Library Policies

Rhonda has located copies of several Library policies. She put them on a thumb drive that Karen will review. Review and updating were tabled to a future meeting.

c. Future plans for the library renovation

Linda Thompson, a Friend of the Library and a community requested an update on the future plans for the library. Karen updated Linda with the Trustee knowledge of the town's plans and the library's future in them. It was suggested that the Trustees try to

schedule a meeting with Joy Worlund, Library Consultant for Continuing Education and Small and Rural Libraries, and with Lara Keegan, Library Consultant for Governance and Management, both with the Vermont Department of Libraries.

VII Karen moved to adjourn the meeting at 7 PM and move into Executive Session to discuss the Library Director's annual evaluation. Colleen seconds the motion. Passed unanimously.

Colleen makes a motion to come out of Executive Session at 8:15PM Karen seconded the motion. All in favor, motion passes unanimously.

Howard makes a motion to approve the Librarian's annual evaluation as discussed in Executive Session. Glenda seconds the motion. All in favor, passed unanimously

VIII. The motion was made to adjourn by Karen at 8:20PM, Kate seconded. Passed unanimously.

Respectfully submitted,

Glenda Leake

Secretary