



***Alice M. Ward Memorial Library Board of Trustees
Minutes
January 3, 2024***

I. Open Meeting:

The 01/03/2024 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:00 pm by Nancy Petro.

II. Attendees:

Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Kathy Smith, Cindy Smythe, and Ron King.

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve 12/06/2023 AWML Trustee meeting minutes. The minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

Book shelves/stacks: Ron is working on moving the books and will continue over the next few weeks. This is so that the last of the smaller shelves can be replaced with the larger shelves obtained from the Dennis Joos library in West Stewartstown, NH.

Cindy has been in contact with Tallmage plumbing. They will be replacing the old, large water heater with a new smaller water heater. The cost will be \$1400. The newer small tank should be more energy efficient and save on the electricity bill.

Still waiting on the electrician to address the electrical items in the cellar.

Gana to talk to a contractor regarding the bathroom.

VII. Budget Review:

The final numbers for 2023 reviewed and finalized. The proposed budget for 2024 reviewed. Revisions were made to a couple of items. Shellie made a motion to approve the 2024 budget for submission to be included in the town report. Sharon seconded. Approved by unanimous vote.

VIII. Policy/Bylaw Review:

Cindy reorganized the policy manual and created a new table of contents. Trustees now have a review sheet in the front of the manual to sign indicating annual review and review of any changes to policy changes. Trustees reviewed manual and signed the review form.

IX. Library Activity:

SASH is going to be hosting a felted bag activity.
See Librarian's report for additional information.

X. Ongoing/Future Goals:

At next meeting discuss plans for the April eclipse.

XI. Other Business:

REDI Grant- more funding has been designated to the REDI Grant. A letter of support will be requested from the selectboard to indicate support for the library. If received the funds would be put toward architect cost.

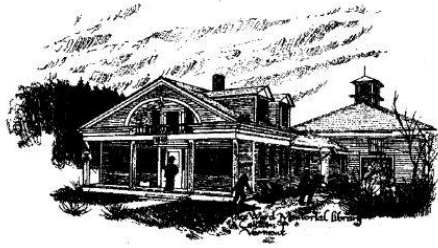
Executive Session:

The trustees entered executive session at 5:20 pm for the purpose of completing an employee performance evaluation. Executive Session ended at 5:45 pm.

XII. Adjournment:

Meeting adjourned at 5:50 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 02/07/2024 .



***Alice M. Ward Memorial Library Board of Trustees
Minutes
February 7, 2024***

Open Meeting:

The 02/07/2024 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:05 pm by Nancy Petro

Attendees:

Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Cindy Smythe Ron King. Not present, Kathy Smith.

Approval of Minutes from Previous Meeting:

A motion was made by Gana and seconded by Shellie to approve 01/03/2024 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

Additions/Deletions to Agenda:

None

General Public Comments:

None

Building Maintenance/Concerns:

JC Carpentry and Tardiff Plumbing & Heating have looked at the bathroom and are preparing an estimate for renovation to make the bathroom ADA compliant.

A new, smaller and more energy efficient water heater installed. (Recently the electric bills increased a great deal. The water heater was quite old and the suspicion was that it was the culprit.)

Architect proposals have been reviewed (for the purpose of completing a feasibility study on the carriage house) and interview time scheduled for selection.

Budget Review:

The proposed budget and library report have been submitted to the town clerk for inclusion in the town report.

The January 2024 finance report was reviewed and discussed. A motion was made by Sharon and seconded by Nancy to approve the current finance report. Passed unanimously.

Applications were submitted for the Paul Post Fund and CLIF Literary Enrichment grants which will be used for programming if awarded.

Policy/Bylaw Review:

No policy updates/reviews this month.

Library Activity:

VINS is scheduled to come on 7/17 for a raptor presentation. Cindy coordinated with the Island Pond library so that they will present there first and then Canaan. Scheduling both libraries on the same day saves the cost of travel for the program.

Ron has been busy going through the collections, weeding and reshelving. Several of the smaller shelves are being replaced larger shelves obtained from the former Joos Library in W. Stewartstown. The changing and addition of shelves has provided more space for books.

The Jon Gailmor musical presentation at the American Legion (presented in collaboration with CNC and the Legion, paid for by grants from VT AARP and the Vermont Arts Council) was well attended and enjoyed.

Students from the first, third and fourth grades visited the library in January.

Planning is in progress for this year's summer reading program. This year will be a "Smokey the Bear Reading Challenge."

A Knit felted bag class presented by SASH/Rural Edge is underway at the library. It is a series of 4 classes and 10 people were in attendance at the first session.

Go Ask Alice Book Club is enjoying consistent attendance this winter. In January the book "The Breakaway" by Jennifer Weiner was read and received good reviews from all. The February book is "American Dirt" by Jeanine Cummins.

The library will have Eclipse viewing glasses available at the library available for pickup in advance of the full solar eclipse on 4/8/24. The library also has a selection of books on the subject available.

See Librarian's report, available in the library, for additional information.

Ongoing/Future Goals:

Other Business:

The trustees discussed a proposal that was made to the selectboard by Bob Lee regarding the garden on his property (the former Bea Holmes garden) that is located adjacent to the library property. Mr. Lee informed the selectboard that he would like to donate the garden to the library. The trustees discussed what maintaining the garden would entail- manpower, materials, cost, etc. This proposal was not brought to the library and the trustees did not have time to consider or discuss the subject. The cost of the endeavor was not included in the library budget. The town has included an article in the town report for vote- should it be passed the library will have to request an amendment to the budget for care of the garden. The library does

not have the manpower or knowledge for proper care of this garden and would have to hire a caretaker should this proposal come to pass.

The library will be closed on 2/19/24 for Presidents Day and on 4/8/24 for the Eclipse.

There will be no Trustee meeting in March 2024.

Adjournment:

Meeting adjourned at 5:30 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 4/3/24.



***Alice M. Ward Memorial Library Board of Trustees
Minutes
April 3, 2024***

Open Meeting:

The 04/03/2024 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:05 pm by Nancy Petro.

Attendees:

Nancy Petro, Kathy Smith, Sharon Belleville, Gana Carr, Shellie Bresnahan, & Cindy Smythe

Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve 02/07/2024 AWML Trustee meeting minutes. The minutes were approved by a unanimous vote.

Additions/Deletions to Agenda:

None

General Public Comments:

None

Building Maintenance/Concerns:

No change to electric bill (increased a large amount in the fall) despite turning off the dehumidifier and replacing the old hot water heater. Electric company will be called again to request they check the meter and anything else they may be able to suggest.

Discussed the need for door/floor mats. A gentleman visited the library Monday from King's Floor Mats. The sample of their product did not allow the door to open smoothly. Cindy will look at other options for outdoor mats and indoor mats.

Budget Review:

Water/sewer bill received. Rates have increased above budgeted rate.

Budgeted amount for DVD's will be exceeded as there is a series that has gotten popular, and several patrons have requested additional episodes be available.

Two grants were awarded to the library that will be used for books and materials for the summer reading program. They were the Paul Post Fund Grant and the CLIF Literacy Enrichment Grant.

Budget detail reports were reviewed for February and March. No concerns noted.

A motion was made by Kathy and seconded by Nancy to approve the budget. Approved unanimously.

Policy/Bylaw Review:

A policy regarding the management of grants was held. Cindy will have the written policy ready for review at the May trustee meeting.

Library Activity:

The library has several informational posters about the eclipse and a 3-D display showing the alignment of the sun, moon and earth for the total eclipse to occur. Books about the upcoming eclipse have been popular. Also, many patrons have picked up the free eclipse glasses the library has made available. Glasses were also shared with Canaan Schools, CCNH, and the VT Dept. of Libraries to distribute to other libraries for their patrons.

The "Tiny Art Show" is being held again this year. Art kits can be picked up at the library and completed masterpieces returned by May 1st to be displayed in the library.

The "Town Hollers" were unable to make it to Canaan to perform at the American Legion on March 11. Mario Marquis kindly stepped in so that the luncheon and music program could go on. The "Town Hollers" have rescheduled for April 29th for a lunch followed by music program.

The library trustees and director have had a couple of meetings with architect Ryan Edwards who is working on plans for the possible restoration and renovation of the carriage house. Ryan's work is being paid for by grant funds and his plans will be used as we apply for additional grants that, if awarded to us, will be used to restore the carriage house and turn it into more useable library space.

Cindy went to the school and read "The Adventures of Peter Rabbit" to kindergarten class. After the story the class was visited by 2 bunnies that they were able to pet.

Canaan students made their monthly visit to the library where they enjoyed a display of the eclipse as well as several posters about the eclipse. Cindy read a book about solar eclipses to them during the visit.

See the Librarian's report for additional information.

Ongoing/Future Goals:

Continue seeking funding sources and opportunities for the purpose of maintaining and improving the library building as well as supporting programs and collections.

Other Business:

Carter Finegan was in town to share information about MERP fund availability and qualified uses for which the monies may be applied for. After a meeting at the town office, she visited the library and talked to the Library Director and trustees about possible projects for energy savings.

Adjournment:

A motion was made by Kath and seconded by Shellie to adjourn the 04/03/24 AWML Trustees meeting. Approved unanimously. Meeting adjourned at 5:03 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 5/8/24.

Alice M. Ward Library Minutes for May 1, 2024

The meeting was opened by Nancy Pietro at 4:00.

Members present: Nancy, Shellie, Gana, Cindy, Ron, and Kathy

Members not present: Sharon Belleville

The minutes from the previous meeting were accepted unanimously without any changes. Shellie motioned and Gana seconded.

There were several additions to the agenda:

1. Cindy brought up the new childcare Contribution Tax that has gone into affect in Vermont. It states that all Vermont employers must pay a tax for every employee they have. Zack Brown had mentioned this to Cindy. It sounds like the town plans to pay this tax for us and that it will not be an issue for us.
2. MERP revision request was brought up by Cindy. They can add air/ceiling/garage door (moot point)/ and basement insulation. Shellie said that she would talk with Zach about this and find out what the next steps are.
3. WIX costs have gone up since last year. We paid \$264 in 2023 and it has gone up to \$348. Cindy wondered if we needed to keep it. She will look into it and get back to us. In an email on May 2nd, Cindy told the trustees that we did need to keep it since it was what we use to update our website.

Electricity costs were brought up as the most pressing building and maintenance concerns. The bills have gotten higher and higher. A technician from VT Electric came out and he will come again if need be. Cindy will call. Norm Flanagan found a blower that had been running non-stop. Maybe this is the root cause?

The board decided to raise our electrical budget for next year since we are already through more than half of what we budgeted for this year. We received \$500 from the town. We decided to use it to put toward our electrical costs. Shellie motioned and Gana seconded. In addition, we are all caught on our bills.

The new grants policy was reviewed and added to the binder.

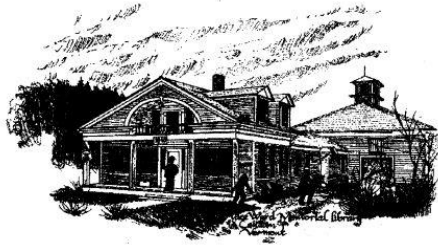
Cindy stated that the Tiny Art Show will be set up on May 2nd. The show itself will be from the 7th to the 31st. Because this is such a busy time of year, we thought maybe doing the tiny art show during the winter might work better for next year.

Ongoing projects include the Carriage House. We are hoping that we will have enough money to make this dream a reality.

In other business, Al Buckley would like to put a piece of fencing and pictures up near the library sign to let folks know what could be coming if a grant comes through. The board agreed that this was okay.

Cindy will order a floor mat from LLBean to help protect the rug inside the door.

Shellie motioned to adjourn at 5:23 and Gana seconded. Meeting was adjourned shortly thereafter.



***Alice M. Ward Memorial Library Board of Trustees
Minutes
June 5, 2024***

Open Meeting:

The 06/05/24 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:00 pm by Nancy Petro.

Attendees:

Nancy Petro, Kathy Smith, Sharon Belleville, Gana Carr, Shellie Bresnahan, Sharon Belleville, Cindy Smythe, and Ron King.

Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Kathy to approve 05/01/24 AWML Trustee meeting minutes. The minutes were approved by a unanimous vote.

Additions/Deletions to Agenda:

None

General Public Comments:

None

Building Maintenance/Concerns:

Rug cleaning scheduled for Friday 6/6/24. The library will be closed on Saturday, 6/7 to allow the rugs time to dry completely before foot traffic resumes.

A new mat was purchased for inside the front entrance. It has helped decrease the amount of mud and dirt tracked into the library.

The sign on the front lawn needs repair. Wind damaged the plexiglass and frame on the north side. The builder will be contacted regarding the repair.

It was discovered that the blower motor for the furnace had been running nonstop. This has been resolved and the electric bill, which has been running high, dropped a considerable amount.

Budget Review:

The budget and YTD spending were reviewed. All as expected and within budget. Sharon made a motion to approve the financials. Seconded by Gana. Approved by a unanimous vote.

A Summer Reading Grant for \$300 was received from the VT Dept. of Libraries and was used for purchase of books for the summer reading program.

A CLIF Grant was applied for, and if awarded will benefit both AWML and the Canaan Schools library with both funds for book purchase and programming to include a book giveaway in Spring 2025 and a visit by an author/illustrator.

Policy/Bylaw Review:

The trustees read a letter from the Vermont Department of Libraries regarding bill S220 signed by Gov. Phil Scott on 6/3/24. The bill establishes requirements that the libraries adopt specific policies by 7/1/25. AWML policies greatly reflect the upcoming requirements. The Dept. of Libraries will be providing model policies. When they are available AWML policies will be reviewed in depth and revised to reflect the requirements of the new law.

Library Activity:

The Tiny Art Show held in May was a successful event. Several submissions were received from community members and The Canaan Schools Art class. Visitors enjoyed the exhibit and made many favorable comments. Remaining art stuff will be used by editor Christing Braley for projects.

Kaitlin Wood, Canaan Schools Librarian, made her last visit of the school year with first, third and fourth graders. These monthly visits have been both educational and fun. Library staff are looking forward to resuming the visits when school resumes in the fall.

Go Ask Alice book club continues to have good attendance. This month's book, Hester by Laurie Lico Albanese, will be discussed at the book club gathering on the last Thursday of the month.

New books have been added to the collection.

The summer reading program is set to kick off as the school year reaches completion. To commemorate the 80th birthday anniversary of Smokey the Bear, this year's theme is the "Smokey Bear Reading Challenge." In addition to information being available at the library, flyers were provided to the Canaan Schools and No Borders Homeschooling.

VINS is scheduled to present a raptor program on July 17th.

Looking forward to a program in August with Will Staats, wildlife biologist.

In addition to the already planned programs, discussion was held regarding reaching out to the VT F&G Warden about a possible presentation. Also, there is money left in the VT Arts Council grant after providing programs in conjunction with CNC over the winter and spring months that must be used or returned by the deadline date. Cindy will review the list of approved performers/programs, verify the deadline date, and see if we can add something else to the summer line up.

Books are assembled and ready for summer books sales to be held during “Sugar on Snow” and the Moose Festival.

Ongoing/Future Goals:

The process of gathering information, applying for grants, and assembling plans for the restoration/renovation of the carriage house continues. Peder Rude and Isaac Wagner have been busy compiling the necessary information to complete grant applications and identifying various grants to apply for. Preliminary drawings have been received from the architect, Ryan Edwards. The trustees and staff are awaiting 3-D drawings and the opportunity to share with the public.

Other Business:

With the agreement of the library trustees, Al Buckley placed a piece of the fencing being used in the for the project at the Canaan Cemetery on Rte. 102 on the north side of the library sign. Information regarding the project is posted on the sign above the fence section.

Adjournment:

A motion was made by Kathy Smith to adjourn the 06/05/24 AWML Trustees meeting and seconded by Nancy. Meeting adjourned at 5:40 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 7/3/24.



Alice M. Ward Memorial Library Board of Trustees

Minutes

July 3, 2024

Open Meeting:

The 07/03/24 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:00 pm by Nancy Petro.

Attendees:

Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Cindy Smythe, and Ron King.

Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve 06/05/24 AWML Trustee meeting minutes. The minutes were approved by a unanimous vote.

Additions/Deletions to Agenda:

None

General Public Comments:

None

Building Maintenance/Concerns:

Rug cleaning was completed on Friday 6/6/24. Cleaning was done by Cleanway Services of St. Johnsbury.

The sign on the front lawn was repaired by a local gentleman who kindly volunteers his carpentry skills. Supplies paid for by the library. Wind damaged the plexiglass and frame on the north side. The door was rebuilt, and plexiglass and latch replaced.

Cindy is working on cleaning up/refinishing the black wooden Ethan Allen chairs as time allows.

Cindy will call Tardiff to schedule annual furnace cleaning/maintenance. When they come she will inquire about how long the dehumidifier should be run.

Budget Review:

The budget and YTD spending were reviewed. All as expected and within budget. Gana made a motion to approve the financials. Seconded by Shellie. Approved by a unanimous vote.

Discussed grants that have been/are being applied for. No new grant approvals since the June meeting.

Policy/Bylaw Review:

Short discussion regarding Act S220 signed by Gov. Scott (see June minutes). Policies have been updated to reflect the required changes. The VT Department of Libraries is working on developing model policies and guidelines. When they are available policies will be reviewed again to verify they meet the requirements.

Library Activity:

VINS is scheduled to present a raptor program on July 17th. Program paid for by a Paul Post grant.

Summer Reading Program is underway. 16 sign ups so far.

9 new patrons signed up for library cards in June. The bookshelves in nonfiction have been switched for larger ones. Books have been shifted, providing more room to browse.

Looking forward to a program in August with Will Staats, wildlife biologist.

Date to be arranged for Randy Hazzard, VT Fish and Game. Looking at possible early fall for a presentation regarding hunting rules and regulations.

On August 10th CactusHead Puppets will be presenting “The Magnificent Monster Circus” at 2 pm.

Bernadette Shustak will be here on September 14th presenting a story hour for kids.

Book club read the book “Hester” in June. It received good reviews from the group. For the July gathering the group is reading “The Midnight Library”.

Books are assembled and ready for summer books sales to be held during “Sugar on Snow” (8/3) and the Moose Festival (8/24).

Ongoing/Future Goals:

The process of gathering information, applying for grants, and assembling plans for the restoration/renovation of the carriage house continues. Peder Rude and Isaac Wagner have been busy compiling the necessary information to complete grant applications and identifying various grants to apply for. Preliminary drawings have been received from the architect, Ryan Edwards. The trustees and staff are awaiting 3-D drawings and the opportunity to share with the public.

Other Business:

Comment cards are available at the library desk, encouraging patrons to share their opinions and comments about the library.

Playgroup concluded for the summer recently. There is a vacancy for the leader of the playgroup.

Adjournment:

A motion was made by Gana to adjourn the 06/05/24 AWML Trustees meeting and seconded by Shellie. Meeting adjourned at 5:40 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 8/7/24.



***Alice M. Ward Memorial Library Board of Trustees
Minutes
August 7, 2024***

Open Meeting:

The 08/07/24 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:09 pm by Nancy Petro.

Attendees:

Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Cindy Smythe, and Ron King.
Isaac Wagner and Peder Rude.

Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Sharon to approve 07/03/24 AWML Trustee meeting minutes. The minutes were approved by a unanimous vote.

Additions/Deletions to Agenda:

None

General Public Comments:

None

Building Maintenance/Concerns:

The repair to the door on the outside sign was completed by J. Belair who graciously volunteered his time and skills to the library.

Annual furnace cleaning and maintenance is scheduled for Sept. 4th.

Cindy has been repainting the wooden chairs that sit around the two tables in the library. They all look very nice.

Budget Review:

The budget and YTD spending were reviewed. All as expected and within budget except phone, which shows a large increase. Gana made a motion to approve the financials. Seconded by Nancy. Approved by a unanimous vote.

Cindy will call Consolidated Communications regarding the phone bill and report findings.

Policy/Bylaw Review:

A brief discussion was held in response to recent activity involving people entering public libraries to conduct First Amendment Audits. These audits are not being conducted by anyone in an official capacity, but rather members of the public. It is a practice that tests the constitutional right to photograph and video in a public space with the idea that it promotes transparency in government. The trustees and library director will not draft a formal policy at this time.

Library Activity:

The VINS (Vermont Institute of Natural Science) raptor program was well attended. I was held in the school gym due to unpredictable weather. Approximately 90 people were in attendance.

Another child reached the goal of "1000 Books Read Before Kindergarten". Congratulations to Hadley Coonley. She was awarded prizes and was featured in the newspapers with a photo and write up.

The Puppet Show will take place on August 10th.

Will Staats, a wildlife biologist will be speaking at the library on August 22nd.

A foam display board depicting the blueprints of the proposed carriage house renovations was completed by Colebrook Copy Center and is on display for the public to view.

Go Ask Alice's monthly book club meeting was attended by 12 in July. The book that was discussed was The Midnight Library by Matt Haig. The August book is All Fours by Miranda July.

During the month of July, 13 new library cards were issued.

Comment cards are being returned with very favorable remarks about our library.

Books are assembled and ready for the books sales to be held during the Moose Festival (8/24).

Ongoing/Future Goals:

Continuing process of gathering information, applying for grants, and assembling plans for the restoration/renovation of the carriage house continues. Peder Rude and Isaac Wagner have been busy compiling the necessary information to complete grant applications and identifying various grants to apply for.

Other Business:

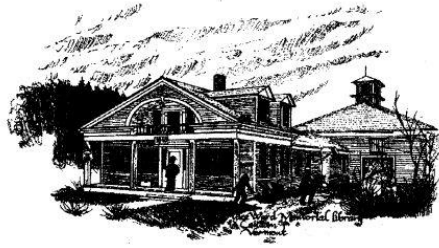
Isaac Wagner and Peder Rude joined the meeting by Zoom. A few grants were discussed regarding what was needed to apply, our potential qualifications, and other information around various grants and processes to apply and qualify. The grant monies used to hire Isaac and Peder to assist with the locating and applying for grants that will provide the funds for the carriage house project are nearly exhausted. Isaac and Peder provided estimates of funds we would need to contract with them to continue with the applications and legwork (and knowledge of the various grants and their requirements). After the Zoom session ended a discussion was held. The trustees and the library director discussed what has been accomplished so far and

the need to continue the process. At the conclusion of the discussion Sharon made a motion that funds be approved in the amount of up to \$10,000 to contract with Peder and Isaac contingent upon the town clerk being able to commit to gathering required information need for specific grant applications. The motion was seconded by Gana and approved unanimously.

Adjournment:

A motion was made by Gana to adjourn the 08/07/24 AWML Trustees meeting and seconded by Nancy. Meeting adjourned at 5:50 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 9/4/24.



***Alice M. Ward Memorial Library Board of Trustees
Minutes
September 4, 2024***

Open Meeting:

The 09/04/2024 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 3:58 pm by Nancy Petro.

Attendees:

Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Kathy Smith, Cindy Smythe in person. Isaac Wagner, Peder Rude and Ryan Edwards by Zoom

Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve 08/07/2024 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

Additions/Deletions to Agenda:

None

General Public Comments:

None

Building Maintenance/Concerns:

Tardiff rescheduled the annual furnace cleaning and maintenance from Sept. 4th to Sept. 16th.

The lawn service cleaned the alcove between the buildings, and it looks much better.

The dehumidifier will be turned off sometime in the next couple of weeks when drier weather arrives.

Front porch flooring discussed. Nails are rusting and rust lines are unsightly. Trustees will a) verify with the Preservation Trust if composite decking is allowed, and if so, b) start checking prices/colors/etc.

Budget Review:

The budget and YTD spending were reviewed. All as expected and within budget except phone. Discussion regarding the pros and cons of going from landline to cell service or VOIP service. Shellie made a motion to approve the financials. Seconded by Nancy. Approved by a unanimous vote.

Cindy will contact the internet provider to obtain information regarding VOIP, especially relating to faxing, cost of equipment/capability to use current equipment, and cost of transition.

Policy/Bylaw Review:

None

Library Activity:

Two book sales in August resulted in \$194.00 in earnings. Many of the remaining books were taken for use in crafting by Kristine Braley. Several books are going to be recycled.

On August 10th Cactus Head Puppets performed the “Magnificent Monster Circus Puppet Show” at the library. The event was attended by 13 adults and 14 children.

On August 22nd local wildlife biologist Will Staats provided a program where he shared the story of how he became a wildlife biologist as well as stories of many of his adventures dealing with animals over the years.

The “Smokey the Bear Summer Reading Challenge” ended on August 16th. 5 participants fully completed the challenge. There was a random drawing to pick winners for a nature inspired t-shirt and book.

Go Ask Alice Book Club continues to meet monthly with good attendance and participation.

Coming up: on September 14th, children’s author Bernadette Rossetti-Shustak will present an interactive story time with one of her books. The program is targeted to children in the 1 -5-year-old age range.

Playgroup to soon resume, planning on Friday afternoons for 2 hours from 1 -3 pm. An orientation will be held for the group leader.

Ongoing/Future Goals:

Continuing process of gathering information, applying for grants, and assembling plans for the restoration/renovation of the carriage house.

Other Business:

Isaac, Peder and Ryan joined the meeting by Zoom to review where we stand with grant applications and fund raising for the carriage house renovation project. The status of the project to date was reviewed, including funds already obtained and what has been done/is in process, such as feasibility study, plans, grants applied for, grants already obtained, etc. The prospective budget and draft timeline were presented and discussed. Next steps include attending a selectboard meeting and applying for additional grants. Also coming soon (grant funding dependent) will be holding a public meeting, getting final/concrete plans drawn up, and securing a construction manager. There is much more to do as funds are secured.

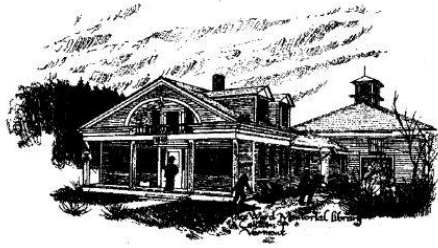
Canaan Naturally Connected is going to be hosting a casino night. The library will be donating books for a basket raffle.

Cindy will be on vacation from 9/20 -9/29. Trustees will assemble the warrant and deliver to the town office.

Adjournment:

A motion was made by Kathy and seconded by Shellie to adjourn the 09/04/24 AWML Trustees meeting. Meeting adjourned at 5:54 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 10/2/2024 .



***Alice M. Ward Memorial Library Board of Trustees
Minutes
October 2, 2024***

Open Meeting:

The 10/02/2024 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:03 pm by Nancy Petro.

Attendees:

Nancy Petro, Kathy Smith, Gana Carr, Shellie Bresnahan, Cindy Smythe, Ron King.

Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve 09/04/2024 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

Additions/Deletions to Agenda:

None

General Public Comments:

None

Building Maintenance/Concerns:

No power this morning- only the library affected. Breaker was tripped at the pole. Tardiff will check the furnace, and Cindy will Call S&S Electric to see if they can ascertain the cause.

Haze Smith looked at the porch (rust stains around every nail and spreading across the boards). Boards are all in good condition. He recommends replacing with stainless steel nails. Haze will remove a few boards and assess whether flipping them will work.

Phone service- landline is getting expensive. Cost to go with a VOIP service through the internet provider would be \$50 for installation and much cheaper monthly. Have to research a couple of details, such as faxing (what is needed/how does it work?).

Budget Review:

September budget and YTD budget reviewed. No issues found. A motion was made by Gana and seconded by Nancy to approve the current budget. Passed unanimously.

MERP Grant discussed.

AWML selected as a recipient of the VDH grant for \$900,000 to be used for library improvements/carriage house renovation.

Policy/Bylaw Review:

None

Library Activity:

The library will host Pumpkins in the Park again this year. Several pumpkins will be available at the library for patrons to select and carve, or “bring your own.” Less will be purchased than last year as several were not taken. Purchased pumpkins are free on a first come, first served basis. Patrons are asked to register their pumpkins at the library, and to deliver them in the afternoon on 10/31/24 for lighting and display on Halloween.

Cindy looking to participate in upcoming meetings/educational opportunities including a Director’s meeting at Hitchcock Memorial Museum and Library in Westfield, VT on Oct. 12th, and a webinar on Oct. 17th addressing annual report.

Looking at a possible cooking program for November. Location to be determined.

Discussed having a tea party to celebrate receipt of the VDH grant.

Ongoing/Future Goals:

Continue working on plans and funding for library/carriage house renovations.

Other Business:

Carriage house has many books and other stuff that must be cleaned out/relocated. Ron and Cindy are working on it. Some of it belongs to Playgroup. Sara Guyette, the new playgroup leader, will go through the playgroup stuff.

Discussion regarding the carriage house – who will be the general contractor when we get to that point?
Meeting with the selectboard on 11/12/24.

Adjournment:

A motion was made by Kathy and seconded by Shellie to adjourn the 10/02/24 AWML Trustees meeting.
Meeting adjourned at 1700.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 11/6/24 .



***Alice M. Ward Memorial Library Board of Trustees
Minutes
November 6, 2024***

Open Meeting:

The 11/06/2024 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 3:48 pm by Nancy Petro.

Attendees:

Nancy Petro, Kathy Smith, Gana Carr, Shellie Bresnahan, Sharon Belleville, Cindy Smythe, Ron King.

Approval of Minutes from Previous Meeting:

A motion was made by Sharon to approve the 10/10/2024 minutes with correction, and seconded by Gana. Trustee meeting minutes. Minutes were approved by a unanimous vote.

Additions/Deletions to Agenda:

None

General Public Comments:

None

Building Maintenance/Concerns:

On 10/24, Karen Freeman and Scott Newman from VHCB visited the library to survey the building related to a grant application to assist further with the funding necessary to realize the proposed project to renovate the carriage house and make some repairs/renovations to the main library building. Part of this survey is to see that the work being done aligns with maintaining the historical integrity of the buildings. During their survey of the buildings, they noted concerns about the dormers at the point where they connect to the roof, and some of the lower clapboards on along the driveway where they meet or come close to the ground. These items will be added to the "to do" list and we will seek contractor advice/estimates.

Budget Review:

October budget and YTD budget reviewed. No issues found. The overall budget is within the planned budget amount. A few specific categories have gone over, phone bill increased- looking at a cheaper phone/fax option, water bill increased- will be adjusted in the 2025 budget, and building repairs went over due to replacing the water heater, purchasing a water filter, and having carpets professionally cleaned. A motion was made by Shellie and seconded by Kathy to approve the current budget. Passed unanimously.

The 2025 budget was discussed and preliminary figures are being gathered.

Additional grants applied for to reach the renovation goal discussed.

Policy/Bylaw Review:

None

Library Activity:

Tomorrow, 11/7, there will be a vaccine clinic at the library for Flu and Covid-19 vaccines. Some other vaccines may be available as well, including RSV and PCV20.

The library hosted Pumpkins in the Park again this year. 21 pumpkins were lit up on 10/31 on the library porch. Prizes were given for the funniest, scariest, prettiest and best overall. Prize winners were Fritz and Delia from the homeschool group, and Elliott and Connor from the Canaan school.

Cindy and her husband participated in the trunk-or-treat at Rec Park. 164 candy bags were handed out.

The library participated in the annual CNC scarecrow contest. The Canaan Kindergarten class created the scarecrow, "Pete the Cat", who sat on the porch welcoming patrons. Cindy delivered homemade cookies and treats to the class along with "Pete" when the display was finished.

Go Ask Alice book club was attended by 7 members who had read "The Last One" by Will Dean. Discussion revealed that it was not a favorite of the group.

The playgroup will be held on Fridays from 9:30 to 11:30 am. It is being led by Sara Guyette from NEKCA.

Ron and Cindy made good progress on cleaning and reorganizing the carriage house. Many items that have gone unused were donated to the school and the local church so that they may be used to benefit and entertain youth.

Kaitlin Wood, the school librarian, visited the library with first, fourth and fifth grade students. Cindy read to the first grade and helped the fourth and fifth grade students with selecting books to check out.

Discussed having a tea party to celebrate receipt of the VDH grant. On hold for now as we need to secure all funding before we can move forward with the project.

Ongoing/Future Goals:

Continue working on plans and funding for library/carriage house renovations. Cindy has created a project binder to keep all information and documents organized.

Other Business:

Vern Crawford from the Canaan Rec Park committee notified Cindy that they were working along the hill going down to the rec park from the library. They will be removing a few "junk" trees as they clean that area up.

Isaac and Peder are joining the meeting with the selectboard on 11/12/24 via Zoom to talk about and provide updates regarding funding for the carriage house project. Trustees that are able will attend as well.

Cindy has viewed several webinars regarding various aspects of library operation, including one regarding record keeping for the VT Library Capital Grant where she was joined by a couple of the trustees. She also participated in the Essex County Library Directors meeting.

Adjournment:

A motion was made by Kathy and seconded by Shellie to adjourn the 11/06/24 AWML Trustees meeting. Meeting adjourned at 5:26 pm.



***Alice M. Ward Memorial Library Board of Trustees
Minutes
December 4, 2024***

Open Meeting:

The 12/04/2024 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:01 pm by Nancy Petro.

Attendees:

Nancy Petro, Kathy Smith, Sharon Belleville, Gana Carr, Shellie Bresnahan, Cindy Smythe, Ron King.

Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve 12/04/2024 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

Additions/Deletions to Agenda:

None

General Public Comments:

None

Building Maintenance/Concerns:

Porch and clapboard repair on hold until spring.

A new Verizon phone system has been installed and is working well. The monthly charges for the new phone system are much lower than the previous company's.

Budget Review:

2025 budget discussed. Preliminary numbers completed with the exception of some numbers that will be provided by the town clerk.

Policy/Bylaw Review:

Procurement Policy reviewed and discussed. Motion made by Nancy and seconded by Gana to approve the policy as written. Passed unanimously.

Library Activity:

The playgroup is going well on Friday mornings. NEKCA is hosting the playgroup.

The library remains busy. Most patron traffic is adult. Youth visits are primarily noted to be class visits.

The library hosted a vaccine clinic that was put on by the VT Department of Health and the Vermont Center for Independent Living. Several vaccines were available including seasonal vaccines. Pneumococcal, RSV, Shingles were also provided. 15 people took advantage of the vaccine clinic.

Class visits from Canaan School this in November included the 4th and 5th grade who enjoyed books in the juvenile fiction section. 1st grade students enjoyed being read to by Cindy, followed by time spent playing in the kids' kitchen, as well as with games and puzzles in the children's section.

Go Ask Alice book club met and discussed the book "The Measure" by Nikki Erlick. The book elicited strong opinions regarding the theme, and how they would react if they were faced with the same situation, and how it might impact their lives. Book club will not be meeting in December. The next meeting will occur on January 30th and will be discussing "Husbands" by Holly Gramazio. At that gathering there will be a New Years "potluck".

Ongoing/Future Goals:

Applications for grants to secure more funding for the purpose of carriage house renovations continue to be submitted.

Other Business:

A couple of the trustees and Cindy attended a Selectboard Meeting along where Peder and Isaac (consultant's) presented plans and a timeline for the planned carriage house renovations.

Cindy attended several webinars regarding various aspects of library operations.

Cindy and Ron compiled the information needed to complete and submit the State Library Annual Report.

Cindy has submitted a grant application to the ALA hoping to obtain funds to upgrade the restroom and make it fully ADA accessible. Notification should be received by March 3, 2025, as to the decision on that grant.

Executive session: A motion was made by Sharon and seconded by Kathy to enter an executive session at 5:40 pm. Approved unanimously. Executive session entered at 5:40 pm to discuss the evaluation of the librarian under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. Executive session ended at 5:50 pm.

Adjournment:

A motion was made by Shellie to adjourn the meeting at 6:00 pm. Approved unanimously.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 01/08/2024