Alice M. Ward Memorial Library Board of Trustees

Minutes

May 5, 2021

I. Open Meeting:
The 05/05/2021 Alice M. Ward Memorial Library (AWML) Trustee’s meeting was opened at 5:35 pm.

II. Attendees:
Nancy Petro, Sharon Belleville, Gana Carr, Kate Larose, Sharon Ellingwood and Ronald King

III. Approval of Minutes from Previous Meeting:
A motion was made by Nancy and seconded by Gana to approve the 04/07/21 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:
None

V. General Public Comments:
None

VI. Building Maintenance/Concerns:
Painters that submitted quote have withdrawn.

Paint colors discussed. Nancy made a motion that we approve the paint colors discussed as well as giving Sharon discretion to approve a paint quote up to $4000. Motion was seconded by Sharon B. Passed unanimously.

Working on quotes for sidewalk/driveway.

HVAC quote received.

Door quote received from Sally Fishburn.

Sharon B made a motion to approve the HVAC and door quotes to be paid from the Preservation Trust Grant monies. Seconded by Nancy. Approved unanimously.
Wi-Fi in the park extended by installation of an external antennae on the back of the carriage house. This was a grant covered project.

See Librarian’s report for additional information.

VII. Budget Review:
Received a donation of $250 from a secured fund with VT Community Foundation.
Sharon made a motion to accept the budget and Gana seconded. Approved unanimously.

VIII. Policy/Bylaw Review:
None

IX. Library Activity:
See Librarian’s report for additional information.

X. Ongoing/Future Goals:
Programming- summer

XI. Other Business:
Officer nominations:
Kate nominated Sharon for Secretary and Nancy seconded. Approved unanimously.
Sharon nominated Nancy for Chair, Gana seconded. Approved unanimously.
Nancy nominated Kate for Vice-chair, seconded by Gana. Approved unanimously.

XII. Adjournment:
A motion was made by Gana and seconded by Sharon B. to adjourn the AWML Trustees meeting. Meeting adjourned at 7:16 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 06/02/2021.
I. Open Meeting:
The 06/02/2021 Alice M. Ward Memorial Library (AWML) Trustee’s meeting was opened at 5:36 pm.

II. Attendees:
Shellie Bresnahan, Nancy Petro, Sharon Belleville, Gana Carr, Kate Larose, Sharon Ellingwood and Ronald King

III. Approval of Minutes from Previous Meeting:
A motion was made by Shellie and seconded by Gana to approve the 05/05/21 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote with correction to Kate nominated for Vice Chair under item XI.

IV. Additions/Deletions to Agenda:
None

V. General Public Comments:
None

VI. Building Maintenance/Concerns:
Ron is cleaning books. Dusting, cleaning book covers, etc.
Investigate having borax sprayed in carriage house for boring insects (sawdust evidence of boring insects).
See Librarian’s report for further building details.

VII. Budget Review:
Deposit came from the VT Preservation Trust for the balance of the grant. Will show in June.

Budget report attached to librarian’s report.

A motion was made by Shellie and seconded by Gana to approve the May budget. Approved unanimously.
VIII. Policy/Bylaw Review:
Discussed collection policy- Sharon to review for language. Do we need to update/tighten up?

IX. Library Activity:
Library received a lot of press in May highlighting Arbor Day, Green Up Day, and a local child reading 1000 books.

Great news in the librarian’s report regarding a grant and summer programming!!

See Librarian’s report for additional information.

X. Ongoing/Future Goals:
Programming- summer

XI. Other Business:
CNC is exploring a grant that may be available for renovation of the carriage house. This is only preliminary review as there is more groundwork that would need to be done first regarding things such as adding heat/air.

102- crosswalk, traffic concerns. State grant available to provide blinking light- better crosswalk visibility. Selectboard may apply, if not the SAU is another eligible entity to apply. Kate has other resources for creating safer walkways, bike lanes, as well as a program that will provide a safety demonstration- would be good to have them come at a busy pedestrian time (Sugar on Snow/Moose Festival).

Our library will be highlighted in the VT Community Foundation’s annual report regarding connectivity- remote libraries keeping communities connected.

Library opening. Discussed appointments, mask requirements. Awaiting Governor’s next mandate/recommendation. Revisit at July Trustee meeting. Continue with current requirements/scheduled appointments.

XII. Adjournment:
A motion was made by Gana and seconded by Shellie to adjourn the AWML Trustees meeting. Meeting adjourned at 7:20 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 07/07/2021.
I. Open Meeting:
The 07/07/21 Alice M. Ward Memorial Library (AWML) Trustee meeting was opened at 5:30 pm by Nancy Petro.

II. Attendees:
Kate Larose, Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Sharon White, Ronald King and Les Klinefelter

III. Approval of Minutes from Previous Meeting:
A motion was made by Kate and seconded by Gana to approve the 06/02/21 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:
None

V. General Public Comments:
None

VI. Building Maintenance/Concerns:
Painting quotes for interior painting were reviewed. A discussion was held regarding the quote totals and specifics included. Sharon will call the selected painter and plan for the painting project.

See Librarian’s report for additional information.

VII. Budget Review:
Budget was reviewed and is on target. Sharon made a motion to approve the budget, seconded by Gana. Approved unanimously.

VIII. Policy/Bylaw Review:
A discussion was held regarding the whether masks should be required for unvaccinated persons as the building is small and social distancing is difficult. Policy will need to be written for final review and approval.
Consensus was that masks would need to be worn by unvaccinated staff and specifically contracted persons entering the building would be required to be masked. All staff, regardless of vaccination status, are strongly encouraged to mask when working together.

The interlibrary loan (ILL) policy was discussed - specifically as it relates to the library collection policy. Written policy will be brought to the trustees for review and approval.

IX. Library Activity:

See Librarian's report for additional information.

X. Ongoing/Future Goals:
No discussion held as the discussion with CNC was lengthy.

XI. Other Business:
Representing Canaan Naturally Connected, Les Kinefelter presented information to the trustees and librarian regarding the discussions they are having around a community center in Canaan. CNC has had discussions with REDI and NCIC regarding the need and how to proceed. A feasibility study will need to be done to determine several things including where to locate it. The primary purpose of his visit was to request that the trustees write a letter of support for CNC to move forward in seeking funding for a feasibility study to be performed (an example of a similar letter written previously by the town Selectboard was shared). Sharon, the library director, explained the many functions and services that the library is already providing to the community including internet and computer access, faxing, copying, information about resources, etc. She also shared that she has been talking to VCDP regarding grant possibilities for feasibility and improvements to library access and potential repairs - including replacing and improving the sidewalk, access to the library via the back, carriage house upgrades and cupola repair.

The trustees and staff discussed the request. It was decided that a letter would be drafted for CNC stating that Trustees of the Alice M. Ward Memorial Library support CNC moving forward to seek a grant for a feasibility study to include the library building.

Further discussion was tabled as there is nothing else to be decided prior to hearing results of a study.

A motion was made by Kate and seconded by Nancy to go into Executive Session. Executive session entered at 7:30 pm. Executive session ended at 7:50 pm.

XII. Adjournment:
A motion was made by Sharon B. to adjourn the 07/07/21 AWML Trustees meeting. Meeting adjourned at 8:05 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 8/4/2021.