



***Alice M. Ward Memorial Library Board of Trustees
Minutes
February 1, 2023***

I. Open Meeting:

The 02/01/2023 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:05 pm by Nancy Petro.

II. Attendees:

Nancy Petro, Sharon Belleville, Shellie Bresnahan, Gana Carr, Kathy Smith, Sharon Ellingwood and Ronald King

III. Approval of Minutes from Previous Meeting:

A motion was made by Kathy and seconded by Gana to approve the 01/04/2023 AWML Trustee meeting minutes. The minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

Ron King shared reactions and comments from patrons regarding less books on the new arrival's shelves. Some of this is due to delayed release of shipments from suppliers, and some due to decrease in numbers of books ordered as the new budget is tighter (books spending category was cut for 2023). He expressed concern that patrons may not have books available as they would like. Discussion regarding those concerns and how to address included possible increase in ILL and in seeking possible funding from grants for collections. Availability of desired collection materials will be monitored, as well as the reason for anything that might not be available (not purchased due to budget limitations, not available or delayed availability from suppliers, etc.).

VI. Building Maintenance/Concerns:

A new railing was being installed to the historical society as the meeting was occurring. The railing looks very nice, and the railing height is much better than the original railing that is very short. The trustees were able to express thanks to the volunteer who was installing the railings in person. Materials were purchased by AWML.

Heat Squad walk through energy efficiency audit scheduled for the 9th. Hoping for a quote to be available for them to review regarding a new A/C & furnace system at the walk through. (has been requested- Sharon E-W will follow up with contractor this week)

Window shades have been installed on windows in the main library rooms helping with keeping cold air out and decreasing glare on computer screens when the sun is out.

See Librarian's report for additional information on the following:

- Fuel pricing
- Snowblower
- Interior paint- entryway foyer
- Pavers- front walkway

VII. Budget Review:

An error (deletion) was discovered in the 2023 budget that was turned in to the town. Corrected and resubmitted. Had not gone to be printed yet in the annual report- submitted on time.

VIII. Policy/Bylaw Review:

Discussed the need for procedures to be written for the opening of the library for the day and closing at the end of day. These would include step-by-step instructions for necessary processes that are done at the beginning and end of each day. Sharon E-W will be working on those procedures.

IX. Library Activity:

See Librarian's report on the following.

Upcoming Programming includes the Tiny Art Show, Basket making, and more.

A flu shot or flu/covid shot clinic was held recently. 12 community members took advantage of the opportunity to receive vaccines.

X. Ongoing/Future Goals:

XI. Other Business:

Ron (library staff) attended an online continuing education class on the topic of Marking Records. Sharon was able to participate in a Cataloging class- approved credit for the VT Certificate of Public Librarianship. The librarian will be looking for ongoing opportunities for staff to participate to reinforce their knowledge and learn new things as they evolve.

As discussed in January, the Amazon line of credit program has ended. Programming and collections materials are often available from Amazon at more reasonable prices than other vendors. There is no longer an option to be billed, and the library does not have a credit card for online purchasing. Nancy made a motion that was seconded by Kathy to purchase an Amazon gift card in the amount of \$300 for use by the librarian for such purchases. Passed unanimously.

XII. Adjournment:

A motion was made by Kathy and seconded by Gana to adjourn the 02/01/2023 AWML Trustees meeting. Meeting adjourned at 5:21 pm.

NOTE: There will be no Trustee Meeting in March. Town meeting is March 6 at 6:00 pm in the CMHS gymnasium.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 04/05/2023.