



***Alice M. Ward Memorial Library Board of Trustees
Minutes
January 4, 2023***

I. Open Meeting:

The 01/04/2023 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:09 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 Gana and seconded by Kathy to approve the 12/07/2022 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:

All noted in monthly Librarian's Report-Sharon E-W provided a document from the volunteer who is going to work on the handrails to the second floor showing railing and bracket options and prices. He is ready to begin once materials are chosen and obtained.

See Librarian's report on the following:

Efficiency Audit
Snowblower
Window Shades

VII. Budget Review:

Holiday donations received from patrons.

The proposed budget was reviewed some adjustments made for 2023. Kathy made a motion that was seconded by Nancy to approve a 2023 proposed budget of \$85,473.00. Passed unanimously and will be submitted to the town for presentation at the 2023 Annual Town Meeting.

VIII. Policy/Bylaw Review:

Discussed the holiday policy as to whether Civil Rights Day is a closed/paid holiday as the town office schedule states that they are closed. AWML follows the Town Employee Policies- they do not state that this is one of the observed holidays- but do state "others as approved by the Selectboard." A trustee will verify with the town office.

*Update: Town office is not closed for Civil Rights Day- printed in error.

No other policies or bylaws discussed at this meeting.

IX. Library Activity:

See Librarian's report on the following.

- Community use of space/community resources
- Rapid Covid tests for distribution
- Snowshoe borrowing
- Future programming
- Community resources

X. Ongoing/Future Goals:

XI. Other Business:

Student who has been helping at the library has completed the term set by Hireability of VT. They would like to continue with the library. The possibilities of them continuing, either through the program or as a volunteer, are being investigated. This student has been very helpful performing tasks in the library.

Amazon is ending their line of credit program. Sharon orders some of the books for the library collection from them as well as programming and other supplies. She will investigate whether we can enroll in a business account that will invoice the library. Trustees will also inquire about the library having a credit card for such purposes. Follow up to be discussed at the February trustees meeting.

Informational: Rec Park Committee discussing a splash pad in the rec park. Discussion included the possibility of connecting to the library for electricity- they pay the difference in usage caused by the splash pad. Short general discussion. No vote as this is preliminary- the Rec Park Committee will come to a trustee meeting with more information as the project progresses.

Executive Session:

- Sharon B made a motion to go into executive session to discuss the evaluation and contract of the librarian under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. Seconded by Nancy. Passed unanimously.
- Executive session entered at 5:20 pm
- Executive session ended at 5:55 pm

XII. Adjournment:

A motion was made by Nancy and seconded by Kathy to adjourn the 01/04/2023 AWML Trustees meeting. Meeting adjourned at 6:05 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 02/01/2023.



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.



Alice M. Ward Memorial Library Board of Trustees

March 1, 2023 @ 4:30 pm

Needs Assessment Planning Meeting minutes

I. Open Meeting:

Meeting opened at 4:30 pm

II. Attendees:

Nancy Petro, Gana Carr, Kathy Smith, Sharon Belleville, Sharon Ellingwood White

III. Approval of Minutes from Previous Meeting: N/A

IV. Additions/Deletions to Agenda: N/A

V. General Public Comments:

None

VI. Building Maintenance/Concerns: N/A

VII. Budget Review: N/A

VIII. Policy/Bylaw Review: N/A

IX. Library Activity: N/A

X. Ongoing/Future Goals: N/A

XI. Other Business:

Needs Assessment Planning:

The Trustees and Librarian met for the purpose of discussing a Capital Project Needs Assessment. The purpose of the needs assessment is the preparation for future application for grant monies and may be used to determine project eligibility to apply for funds. Grants that may be considered for application include Federal Capital Project Grants, Public Facilities Preservation Initiative Grants, and Municipal Energy Resilience Program (MERP). An discussion was held to identify projects to preserve and maintain the historical value of the library and to increase efficiency and reduce the carbon footprint. Projects were identified and divided into phases based on priority.

Phase I: Interior paint completion (entryway)

Sidewalk

Furnace

Siding- wood clapboards are weak- several rotting)

Phase II: Vermont Heat Squad Recommendations

Window inserts ("window dressers")

Side door

Phase III: More usable space ("courtyard", carriage house improvement/renovation). Useable space considerations for a children's room, meeting room, improved restroom.

Also discussed door widths regarding ADA requirements. Some doors are narrower than the required minimum. Will query the Preservation Trust regarding possible waiver due to the library being a historical building.

XII. Adjournment:

Meeting adjourned at 5:30 pm



Alice M. Ward Memorial Library Board of Trustees

Minutes

April 5, 2023

I. Open Meeting:

The 04/05/2023 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:01 pm by Nancy Petro.

II. Attendees:

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

III. Approval of Minutes from Previous Meeting:

A motion was made by Nancy and seconded by Sharon B. to approve the 02/01/2023 and the 03/01/2023 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:

All noted in monthly Librarian's Report. Sharon shared documents from Jackson Evans (Pres. Trust VT) regarding the Heat Squad review, VT Dept. of Libraries regarding grants directed at building repairs/improvements, and an email from Richard Amore sharing resources.

Projects being looked at currently include:

- Replacing fluorescent lighting with LED (required)
- Insulation: new and additional
- Window dressers and storm windows
- Furnace
- Storage tank replacement. May not be needed depending on type of furnace selected
- Sidewalk
- Painting in the entryway (only painting not yet complete)
- Architect

VII. Budget Review:

The budget reports to date were reviewed.

Shellie requested more detailed itemization under a couple of the line items to clarify expenses.

Bills reviewed, two invoices for larger purchases reviewed and signed by trustees.

Discussed grants that we may be eligible for to assist with building related costs, including but not limited to REDI, The Public Facilities Preservation and Initiative Grants, US Treasury Capital Projects Fund for Libraries, MERP, and Municipal Planning Grants.

VIII. Policy/Bylaw Review:

Working on a personnel policy regarding the salary increase processes.

Building use policy still in progress.

IX. Library Activity:

Tiny Art Show had a lot of participation. Children's playgroup and Fiber Friends were well attended.

Looking at another basket weaving workshop through SASH>

See the Librarian's report for additional information.

X. Ongoing/Future Goals:

Continued building maintenance and improvements.

XI. Other Business:

Sharon E. has completed 27.5 credits toward her Certificate of Public Librarianship

Sharon B made a motion to go into executive session to discuss the staffing matters under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. Seconded by Nancy. Passed unanimously.

Executive session entered at 5:15 pm

Executive session ended at 5:20 pm

XII. Adjournment:

Meeting was 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 05/03/2023.



Alice M. Ward Memorial Library Board of Trustees
Meeting Minutes
May 3, 2023

I. Open Meeting:

Meeting opened at 4:07 pm

II. Attendees:

Nancy Petro, Gana Carr, Shellie Bresnahan, Sharon Belleville, Sharon Ellingwood White

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve the minutes of the April 2023 trustee meeting. Passed unanimously.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

Information regarding window dressers reviewed. Motion to proceed with ordering the window dressers was made by Nancy and seconded by Gana. Passed unanimously.

LED lights ordered and will be installed by S&S Electric when they are received.

Two contractors will be submitting estimates for front sidewalk replacement. One quote already received.

Sharon has been busy with meetings and discussions with several contacts regarding several grants and steps to be taken. She reviewed the information and shared that the REDI grant request has been submitted.

Estimate received for foyer painting.

See April Library Report for additional information.

VII. Budget Review:

Expenditures for April reviewed. April and YTD budget reviewed. A motion was made by Sharon and seconded by Gana to approve the budget. Approved unanimously.

Sharon shared information on a couple of small grants that are directed to specific types of materials for the library.

See April Library Report for additional information.

VIII. Policy/Bylaw Review:

Building Use Policy and Policy on Payroll Procedures need to be completed.

IX. Library Activity:

Library has been busy with patron visits, programs, space usage for patrons, etc.

Sharon has created a survey which has had several responses already. She is planning to keep collection responses through the month of May. The survey is available on paper from the library and online. Online links available on the library website and FaceBook page. Responses to the survey will be shared and discussed at future meetings as planning for library needs and services are considered.

See April Library Report for additional information.

X. Ongoing/Future Goals:

Continued efforts to find grants and funds to assure the library is maintained and improved to assure ongoing availability of service to the community.

XI. Other Business:

Sharon Ellingwood-White submitted a letter of resignation to the board. The board regretfully accepted her resignation and wishes her great success at her new position. Sharon gave a generous notice and has stated she would like to remain a member of the library staff in a per diem capacity.

An ad will be placed in local papers and shared on Front Porch Forum, AWML's website and FaceBook page, and through the VT Library listserv seeking candidates for the position.

XII. Adjournment:

Meeting adjourned at 6:15 pm

The next trustee meeting will be held on June 7, 2023 at 4:00 pm



Alice M. Ward Memorial Library Board of Trustees
Meeting Minutes
June 7, 2023

I. Open Meeting:

Meeting opened at 4:07 pm

II. Attendees:

Nancy Petro, Gana Carr, Shellie Bresnahan, Sharon Belleville, Kathy Smith

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve the minutes of the May 2023 trustee meeting. Passed unanimously.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

Ron King discussed the new shelves purchased from W. Stewartstown and what needs to be done to get them installed. The new shelves are larger and will allow for better storage and display of books. One area will need something added to anchor the shelves. Will reach out to the gentleman who installed the new railing and office door for advice on the best action to take.

LED lighting has been installed throughout the library.

Quotes for several projects are in hand. Awaiting action as the REDI grant is being used to have Isaac Wagner, consultant, complete a scope of work necessary to apply for large grants (discussed in prior trustee meetings and recorded in the subsequent minutes/reports). Projects will be embarked upon as funding is available.

See May Library Report for additional information.

VII. Budget Review:

Expenditures for May reviewed. May and YTD budget reviewed. A motion was made by Sharon and seconded by Gana to approve the budget. Approved unanimously.

Sharon shared information on a couple of small grants that are directed to specific types of materials for the library.

See May Library Report for additional information.

VIII. Policy/Bylaw Review:

Building Use Policy and Policy on Payroll Procedures need to be completed.

IX. Library Activity:

Library has been busy with patron visits, programs, space usage for patrons, etc.

Tomorrow (6/8) will be the final playgroup before summer. Playgroup will resume in September. Fiber friends is busy and well attended each week.

Sharon Ellingwood-White preplanned some summer programs including a pollinators program in July.

See May Library Report for additional information.

X. Ongoing/Future Goals:

Continued efforts to find grants and funds to assure the library is maintained and improved to assure ongoing availability of service to the community.

XI. Other Business:

Trustees interviewed candidates for the open Library Director position over the past several weeks. A motion was made by Shellie and seconded by Kathy to extend an offer of employment to one of the candidates. The motion passed unanimously. The new director will join AWML in late June. The trustees look forward to introducing them to the community.

The trustees wish to express their thanks and gratitude to Sharon Ellingwood-White for a job well done. Under Sharon's care the library thrived. We wish Sharon the very best in her new position.

XII. Adjournment:

Meeting adjourned at 6:15 pm

The next trustee meeting will be held on July5 , 2023 at 4:00 pm



Alice M. Ward Memorial Library Board of Trustees
Meeting Minutes
July 5, 2023

I. Open Meeting:

Meeting opened at 4:07 pm

II. Attendees:

Nancy Petro, Gana Carr, Shellie Bresnahan, Sharon Belleville, Cindy Smythe,
Ron King, Zachary Brown

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve the minutes of the June 2023 trustee meeting. Passed unanimously.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

Discussed the foyer painting and the estimate from Norman Hiddeman. Norman did all the interior painting to this point. The foyer will require some repair work with the painting. Shellie made a motion to accept the estimate and Gana seconded. Passed unanimously. Sharon B. will reach out to Norman and let him know that the trustees have accepted his estimate and would like him to contact Cindy regarding details/timing.

Furnace/air. Discussed estimates. The Pellet furnace does not seem to be the best option for the library when considering space needs for a pellet hopper and other logistics. The option presented by Tardiff appears to be best for the library. At this time the furnace and air will not be pursued as grant research and application processes are in process and this is one of the primary items we are seeking to be covered by grant dollars. Cindy will call Tardiff to schedule regular cleaning and maintenance.

Sidewalk. Still awaiting quotes from a couple of businesses and requesting an additional proposal from another contractor to give obtain a variety of options so that the best solution for both durability and appearance can be made.

Contact Yeti Yard Man (contracted for town mowing) regarding cleaning the brush growth in the little enclosed area of yard.

A new phone will be purchased – the current one is old and is not always clear. Getting “wonky”.

Cindy is researching new computer tables/chairs for the public computers. Also looking at mechanisms to clean up/hide the numerous wires.

VII. Budget Review:

Full report not available. Town report reviewed. Within proposed budget limits.

Amazon Prime renewal on hold. Cindy will monitor costs of shipping, and also look at other sources for the things normally purchased there. Review ongoing.

Trustees signed approval for printer ink purchase from Quill.

Zach Brown will call Quill regarding a bill that was paid. This dispute has been in process for awhile and they have been provided with the cancelled check information. They have a single account from which they bill both the town and library and have applied payments incorrectly.

VIII. Policy/Bylaw Review:

Building Use Policy and Policy on Payroll Procedures need to be completed.

IX. Library Activity:

July 24th, Jerry Schneider will present Explore the *Magical World of Bees!* The program will include making t-shirts.

X. Ongoing/Future Goals:

Continued efforts to find grants and funds to assure the library is maintained and improved to assure ongoing availability of service to the community.

Book sale will be held during the Sugar on Snow Social. Will be held inside as it was last year.

XI. Other Business:

Some Zachary Brown, Canaan Town Clerk shared that the 2nd phase of the MERP grant came out. The library was included as one of the three town buildings grant funds are being requested for.

The petty cash balance was discussed as well as record keeping- returning all receipts for petty cash expenses to the town clerk so records are accurate and documentation present.

A young boy was involved in minor vandalism around the library exterior including removing bricks from the flower bed border and breaking them on the black top and throwing them at the handicapped parking sign. Flowers were pulled out of the flower bed and placed inside the book drop along with a plastic bottle. The incidents were recorded by the security cameras and the young man was spoken to. Will be monitored.

XII. Adjournment:

Meeting adjourned at 6:17 pm

The next trustee meeting will be held on August 2, 2023 at 4:00 pm



Alice M. Ward Memorial Library Board of Trustees
Meeting Minutes
August 9, 2023

I. Open Meeting:

Meeting opened at 4:03 pm

II. Attendees:

Nancy Petro, Gana Carr, Shellie Bresnahan, Sharon Belleville, Cindy Smythe,
Ron King, Zachary Brown

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve the minutes of the July 2023 trustee meeting. Passed unanimously.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

Tardif performed annual maintenance and cleaning on the furnace. Oil tank inspected and needs to be replaced (no longer up to code). Cindy will request an estimate.

Mouse season is upon us. Traps are set and monitored. Also discussed the "boring beetles" in the carriage house. Need to reach out again to the exterminator regarding treatment.

Vegetation in the enclosed yard area is getting large and reedy. Zach Brown will bring a query to the selectboard regarding how they might think that be best handled. Grounds maintenance/mowing is under a town contract.

The gentleman is coming on 8/15/23 to measure windows for the window dressers (insulating inserts).

Sharon B. to reach out again for another party to look at the sidewalk and provide ideas and possibly a quote for repairs.

Sharon B. to reach out again to the painter regarding the front entryway. Update: spoke to the painter (Norman Hiddeman). He is working in the area currently and stated he will be stopping in to discuss scheduling the final phase of interior wall painting/repairs.

Follow up from previous trustee meeting: A new phone was purchased. New computer tables and chairs for our public use computers have arrived and been installed. Also, batter back-up/surge protectors were purchased for the office and circulation desk computers.

VII. Budget Review:

Budget reviewed and is within proposed budget limits. Kathy made a motion that the budget be approved as it stands and Sharon seconded. Passed unanimously.

Amazon Prime renewal requested after a trial period of not having it. Shipping costs per month outweighed the cost of the membership (\$30 vs \$14.99/month).

Staples office supplies are ordered online- town account. Discussed with Zach the best way to handle providing him with information on what the library has ordered and what codes/categories to assign items to. Will print out the itemized order that is placed and write codes beside items and send to Zach with the warrant. He will input the information into the books accordingly.

No updates from Isaac regarding grants.

VIII. Policy/Bylaw Review:

Interlibrary loan was discussed regarding what types of materials are included in interlibrary loan. The ILL program is important. Postage costs are becoming prohibitive. Trustees discussed what parameters we might follow to ensure the viability of the program. After discussion with input from Cindy and Ron, Sharon made a motion that ILL will be restricted to "pleasure reading" materials (as opposed to things such as textbooks) and to be limited to materials available within the Vermont library system. Kathy seconded the motion and it was approved unanimously. Cindy will write/revise the ILL procedure for review at the September trustee meeting.

IX. Library Activity:

July 24th, Jerry Schneider presented *Explore the Magical World of Bees!* It was well attended (36 attendees) and much enjoyed.

23 new patrons visited the library and were issued library cards in July. 4 new patrons to date in August.

Book sale was very successful.

Kathy and Cindy are going to work on scheduling classes to visit the library to become acquainted with the staff and what the library has to offer. Flyers will go home with students at the start of the school year with library information/sign up forms for library cards.

X. Ongoing/Future Goals:

Maintaining collections.

Planning an apple, cheese and cider social from 3 -5 pm on September 26th.

Programs: would like to have one a month (in addition to the regular ongoing programs). Go Ask Alice Book Club to resume in September and occurring the last Thursday of every month. A Facebook poll will be done to get input on what the best time of day would be.

XI. Other Business:

Zachary Brown, Canaan Town Clerk shared the revised/updated Town of Canaan Personnel Policies and Rules Handbook and explained the changes/revisions. The library adheres to the town policies and rules for staff.

A thank you card was signed by the trustees and library director for a volunteer who worked tirelessly to help make the book sale a success. She proved invaluable and her hard work is very much appreciated.

Cindy shared a copy of the thank you letter sent to Building Bright Futures for a \$500 grant received for the purchase of social/emotional learning books for early elementary readers.

Adjournment:

Meeting adjourned at 5:31 pm

The next trustee meeting will be held on September 6, 2023 at 4:00 pm



Alice M. Ward Memorial Library Board of Trustees
Minutes
September 6, 2023

I. Open Meeting:

The 9/06/2023 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 3:52 pm by Nancy Petro.

II. Attendees:

Nancy Petro, Shellie Bresnahan, Kathy Smith, Gana Carr, Cindy Smyth
Guests: Ronald King and Frank Sawicki

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve the 8/9/2023 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

Frankie Sawicki asks if it is possible to use the library meeting room on occasions for some of his groups to meet when the Grace Church is unavailable. These groups would be held during the hours when the library is closed. Following a short discussion, we will review the Building Use Policy and make a decision.

VI. Building Maintenance/Concerns:

Fuel tank and slab:

Tardiff will start the work on Sept. 27, and install a new fuel tank when the slab is ready.

Brush and trees growing in enclosed area on the side of the building:

Shellie will talk with Zach again about having Richard clean it out.

Sidewalk Repair/Replacement

Cindy has not heard from Jon Cunningham and will contact him again. (Update: quote for stamped, colored concrete was provided. Jon is writing a quote for the replacement with sidewalk like the current one).

VII. Budget Review:

We received a charge from Amazon Prime annual membership fee, and as it is basically for free shipping of books and other items, decided it should come out of postage budget. Shellie will discuss it with Zach.

VIII. Policy/Bylaw Review:

INTER-LIBRARY LOANS

The ILL POSTAGE has increased to the point that it no longer is covered by our budgeted amount. Following a long discussion, it was decided to draft a new policy re: ILL ordering.

Anyone wanting to get ILL books or DVD, unless we can get what they want from Colebrook, will pay \$5.00 for each item ordered thru the ILL system. Motion made by Shellie and 2nd by Kathy and all in agreement. Cindy will draft the Policy and Trustees will sign it, and it will be posted at the front desk.

IX. Library Activity:

Sept. 26, 2023, Cindy planning an Open House from 3-5. Apple, cheese, cider. Cindy will make apple desserts, and anyone that wants can contribute apple themed foods. Ads in News and Sentinel "Events" column, Facebook, posters, and Library website.

October 19, 2023. Fashion Show. Advertise in both papers, News and Sentinel "Events" column, Facebook, Posters, and Library website.

Discussion about Summer Reading Program Grant. The grant was used for the "Tree Man". Cindy will send in the follow up report to include that there was a display of tree related books for all ages to be loaned out as usual.

See the Librarian's report for additional information.

X. Ongoing/Future Goals:

Carriage House Restoration Grant

The team contracted by the REDI grant met with Gana and Nancy at the Library on Aug. 25 for a preliminary visualization of the proposed project. They will be looking into architectural/engineering design work for the project as well as appropriate grants. The Library Grant is new money and they have not worked with them before but will start there.

XI. Other Business:

OVERDUE BOOKS

Currently we have no way to identify overdue books unless someone comes in to check out a book and it then appears under their account. Cindy and Ron will check with VERSO to see if there is a program that will generate a list.

Phone numbers need to be updated for many individuals, and staff will do this as people come in.

ILL (Interlibrary Loan)- see Policy/Bylaw Review

Town ARPA money- Shellie and Gana will talk with Zach about using some of that money for the Library needs, and also if he is still working on a Federal grant for town projects to include the Library.

XII. Adjournment:

There being no other business the meeting was adjourned at 5:17 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 10/4/2023.



Alice M. Ward Memorial Library Board of Trustees
Meeting Minutes
October 4, 2023

I. Open Meeting:

Meeting opened at 4:00 pm

II. Attendees:

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

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Nancy to approve the minutes of the September 2023 trustee meeting. Passed unanimously.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

Ron King advised the trustees that better lighting is needed in the basement, specifically near the fuel tank and the bulkhead. Cindy will call S&S Electric to come and see what we can do. If under the limit required for a trustee vote she will have him do the work.

The section of concrete walkway at the end of the ramp that needed repair has been removed and replaced. The front sidewalk was removed, and a new, wider sidewalk has been installed. Work was done by Cunningham Logging & Excavation. A motion was made by Sharon and seconded by Kathy to have additional work done out at the roadside now that we have the new, much safer sidewalk. Approved unanimously. Cunningham's will be returning to do finish work including hot top along the roadside to the lawn and edges of the sidewalk to make it a cleaner looking and safer walking area. A request will be sent to the town to ask that the skid steer not be operated on the new walkways.

Norman Hiddeman said he would be coming back in late September/early October to do the wall work and painting in the front entryway. He has not been, but the nice weather has probably kept him busy completing outdoor jobs. If he does not contact the library in the next couple of weeks we will check in with him for a time estimate.

VII. Budget/Finance:

Budget reviewed and is within proposed budget limits. Kathy made a motion that the budget be approved as it stands, and Sharon seconded. Passed unanimously.

Discussion was held regarding Cindy becoming a member of ARSL. Dues are \$30. She will join and dues will be paid from Professional Development.

Looked at grant opportunities for small projects and programming. Things being looked at include bathroom update, side door – make handicapped accessible, programming related to “creative aging”, etc. Gana will complete applications for a couple and trustees will approve before submission.

Gana to compose a letter from the trustees to the Canaan Selectboard to request some of the ARPA funds to be used for the concrete pad & fuel tank replacement, and assistance with the cost of the sidewalk repairs and replacement.

There has been no further information forthcoming regarding the two large grant opportunities. Peder and Isaac (grant consultants noted in previous minutes- hired with funds from a REDI grant) inquired as to if we would approve up to \$20,000 to hire an architect. Trustees discussed it and are not comfortable spending that amount from library funds. An inquiry will be sent to the Canaan Selectboard as to whether ARPA funds could be used. Gana will tell Peder and Isaac to proceed with looking/applying for planning grants in the meantime.

The November and December Trustee meetings will be largely dedicated to planning the 2024 AWML budget.

VIII. Policy/Bylaw Review:

A new interlibrary loan policy approved at the last Trustee meeting is posted and in effect.

IX. Library Activity:

An upcoming collaboration with CNC- library will be hosting Pumpkins in the Park. As we have done previously, the library will have some pumpkins available for people to pick up and create Jack-O-Lanterns to bring back for the display. 20 pumpkins have been ordered through Solomon’s Store and when they arrive will be available on a first come first served basis. There will be prizes awarded in several categories to participants.

Playgroup has resumed for the season.

Apple, Cheese and Cider Social was a successful event.

Go Ask Alice Book Club has begun meeting again. Meets on the last Thursday of the month from 4:30 to 5:30 pm. The book being read for October’s meeting is Other Birds by Sarah Addison Allen.

Several classes from Canaan Schools have visited to get acquainted with the library and have books read to them by Cindy, the library director. Kindergarten, first, third and fourth graders have all visited.

See Library Director Report for additional information.

X. Ongoing/Future Goals:

Continue working on finding and obtaining grant monies to help maintain and support the library.

Members of the Fiber Friends group wish to host a program called “Basic Needle and Thread” in November for a small group of children (4th -6th grade age range) to teach basic sewing skills. They will provide the materials to make a small project. The plan is to hold the program from 3 -4 pm once a week.

XI. Other Business:

As the first Wednesday in November is the 1st, the trustee meeting will be held on the 8th to allow time to get the full October/YTD financial reports for the purpose of beginning work on the 2024 budget.

Cindy received an email regarding hosting a flu and Covid vaccine clinic at the library in November. Both flu and covid vaccine clinics were held in the past successfully. Zach noted that the town had also gotten an email. Trustees agreed that the library is a good location to host a vaccine clinic and it is a good program to offer the community. Once Cindy has details regarding date and time information will be posted at the library and on the website and Facebook.

Adjournment:

Meeting adjourned at 5:30 pm

*The next trustee meeting will be held on **November 8, 2023** at 4:00 pm



Alice M. Ward Memorial Library Board of Trustees
Minutes
November 8, 2023

I. Open Meeting:

The 11/08/2023 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:00 pm by Nancy Petro.

II. Attendees:

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

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve the 10/04/2023 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 of inside entryway scheduled for next week.
- S&S Electric coming in to look at basement lighting needs on 11/9/23. Cindy & Ron looking at lights-maybe with motion sensors.
- Fire extinguishers need to be serviced/tagged or replaced. Cindy has researched pricing for new. Will reach out to Steve Young, Chief of Beecher Falls Fire Dept. to inquire as to having them serviced and tagged.
- Cindy and her husband travelled to Glover, VT to help with the assembly of the window inserts from Window Dressers. They brought the library's inserts back with them and installed them. They fit well and should help with heating and cooling costs.
- Members of the Diversified Agriculture program cleaned the alcove between the kitchen and Cindy's office. They cut and removed overgrown brush and weeds.
- A new handrail was installed to the carriage house cellar.
- New sidewalk completed aside from finish work at the street end with some gravel and cold pack.

See librarian's report for more information.

VII. Budget Review:

YTD Budget reviewed and is within proposed budget limits. Motion made by Gana and seconded by Sharon to approve the current budget as it stands. Approved unanimously.

Trustees along with Peder Rude and Isaac Wagner of Northhill Solutions attended the 10/30/23 Selectboard Meeting to request appropriation of some of the towns ARPA funds for the purpose of having an architectural survey and plan for the library/carriage house. The purpose of having a plan in place is to be "shovel ready" when applications open for large upcoming grants for libraries that AWML hopes to secure to make improvements to the library, primarily the carriage house, to increase useable space for the library that will aid in providing more opportunities for patron usage.

2024 budget discussed and preliminary numbers generated.

VIII. Policy/Bylaw Review:

ILL Policy revisited after hearing from patrons that they were unhappy with the new policy which had been revised to include a charge for any ILL due to large postage expenses. After discussion a motion was made by Sharon and seconded by Kathy that a patron can obtain up to 3 ILL book loans per month at no cost. After 3 books there will be a charge of \$5 per ILL withing the same month. The motion was approved unanimously.

Patron conduct policy was discussed. Nancy provided some information shared by the Department of Libraries for the trustees to review. The policy will be reviewed in full and revised if necessary at the December meeting.

IX. Library Activity:

- 4 boxes of books sent to Baker & Taylor for credit.
- Cindy and a volunteer have been working on updating and improving the website.
- The 1950's & 1960's Fashion Show was held – attendance not as good as hoped. Discussed possible better times for this type of programming.
- A couple of ladies from the "Fiber Friends" group provided a "Basic Needle and Thread" program for children. It was very well received, and we hope they may be willing to do it again!
- Cindy and her husband participated in Trunk or Treat on behalf of the library.
- Pumpkins in the Park was held in collaboration with CNC.
- Go Ask Alice met to discuss the book "Other Birds". 11 attendees had a good discussion about the book. The club will meet in December to discuss "Verity".

See librarian's report for more information.

X. Ongoing/Future Goals:

Continued work on securing grants and funding for continued upkeep and improvements to our library building.

XI. Other Business:

- CNC would like books from UMASS Books to include in a gift basket for a fundraiser auction.
- Gana to talk to Zach Brown about a NEK Network meeting on 11/16 at 11 am via Zoom.

XII. Adjournment:

A motion was made by Kathy and seconded by Shellie to adjourn the 11/08/2023 AWML Trustees meeting. Meeting adjourned at 6:05 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 12/6/23.



Alice M. Ward Memorial Library Board of Trustees

Minutes

December 6, 2023

I. Open Meeting:

The 12/06/2023 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:15 pm by Nancy Petro.

II. Attendees:

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

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve 11/08/2023 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:

Painting in front entryway completed and new bulletin board hung.

Cunningham Excavation and Logging returned to place some fill gravel at the end of the new sidewalk and finish it off with a cold pack apron to make a smooth transition from street to sidewalk.

Grant request to be submitted for funds to renovate the bathroom making it ADA compliant.

The water heater will be checked for element malfunction. May need to consider repair or replacement depending on what is found. Electric consumption jumped a large amount the past few months- could be indicative of a heating element failure.

New fire extinguishers were purchased and hung in accessible places.

Reflectors purchased to place at the end of the sidewalk for visibility to help avoid damage by the snowplow.

VII. Budget Review:

Shellie created an itemized budget list showing expenses by category. Greatly simplifies review of expenditures.

The electric bill has almost doubled in the last couple of months. Investigating possible causes. First will have the water heater examined. A new dehumidifier was put in service recently. It will be looked at if the water heater is functioning properly.

Line item 2009 includes 3 large invoices to be paid. One for furnace/dehumidifier expenses, one for the new sidewalk and related groundwork, and one for the front entryway preparation and painting. Those bills will be paid from the checkbook using previous years' surplus funds.

Cathy made a motion to approve the November financial report. Seconded by Sharon. Approved unanimously.

New grants are available through ARSL. Looking at which ones are appropriate for us to apply for.

2024 budget reviewed. Adjustments made to insurance and worker's compensation lines based on numbers provided by the town clerk.

VIII. Policy/Bylaw Review:

Three items/policies reviewed:

- Annual Policy Review form
- Specific Record Keeping Requirements policy
- Disruptive Patron policy

IX. Library Activity:

With the assistance of students from CMS, the storeroom was cleaned and reorganized. There are still materials to be sorted and cleaned, but overall there is a large improvement. Several items that have not been used were donated to the school for use, or sale at the tag sale.

Go Ask Alice Book Club was well attended with seven people sharing in a great discussion and selecting a new book for the upcoming month.

There was a flu and Covid immunization clinic held by the VTDPH in early November at the library. The library is happy that this collaboration to provide vaccines to our community members has continued.

See Librarian's report for additional activities and information.

X. Ongoing/Future Goals:

Ongoing work North Hill Solutions, Ltd. to identify and apply for funds/grants for the purpose of continued care of and improvements to the AWML building. A RFP is going out for architectural firms to provide bids pre-development design work- specifically for the carriage house.

XI. Other Business:

Old TV in junior area is taking a lot of space. Was used with the VR system. It will be removed making that space available for better use.

The library will be closed on Saturday, December 23rd.

XII. Adjournment:

Meeting adjourned at 6:00 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 01/03/2024