

**Lydia Taft Pratt Library
Board of Trustees Meeting
April 28, 2022**

Call to Order

The meeting was called to order by Chairperson Lyle Holiday at 5:11pm. Attending the meeting were Dave Schottland, Dena Marger, Jeanne Bristol, and Phyllis Emery, who attended by video call on Zoom. There were no guests present.

Additions to Agenda

- Library cards
- Website
- Book sale

Approval of Minutes of Previous Meeting

The previous board meeting minutes were reviewed. A motion was made by Dave to approve the minutes, which was seconded by Phyllis, and the motion passed.

Treasurer's Report

-Budget Report

The budget report was distributed and discussed.

-Warrant Approval

Lyle made a motion to approve the warrant, which was seconded by Dave and the motion passed.

Librarian's Report

- The complete Librarian's Report can be found at the end of this document.
- Library cards are ready to print. The library plans to have a new website, which will be displayed on the card.
- The library will need to pay for a domain name and web hosting. The cost is \$10.00 per year for the name and should be less than \$100.00 per year for web hosting. Dave made a motion to allow for the cost of the website, which was seconded by Jeanne, and the motion passed.

Old Business

-Covid Protocols

The library is going to continue requiring masks indoors.

-Dummerston Community Center

Jeanne reported that the Dummerston Community Center Board had no information to report to the library.

-Strategic Planning Meeting

- Dena will have a revised mission statement for next meeting.
- Dena may bring in a consultant for strategic planning.

-Comcast Internet

The library has not received any further communication from Comcast regarding its internet bill.

-Purchasing Protocols

Dena presented guidelines for purchasing, which is as follows:

“The Director of the Library or designee of the director shall have the authority to purchase or lease products or services to provide the best and most efficient public library services possible provided that the amount budgeted for any such expense line of the budget shall not be exceeded without prior approval of the Library Board.

“All purchase orders or contracts for products and services in excess of twenty thousand dollars (\$20,000) shall be let by free and open competitive bidding, after newspaper advertisement, to the lowest responsible bidder, or any other bidder determined by the Library Board to be in the best interest of the Library.

All purchase orders or contracts for products and services less than twenty thousand dollars (\$20,000) but more than five thousand dollars (\$5,000) may be made in the open market, without newspaper advertisement and without the above competitive bid requirements, but shall, whenever possible, be based on at least two (2) written competitive proposals obtained by direct mail, telephone, fax, online communication or from vendor's price lists or other quote information.

Purchases and services less than five thousand dollars (\$5,000) may be made with attention to the lowest possible cost, consistent with needs of the user departments with regard to durability, performance, prior experience, delivery and service capability. Where possible, two written proposals or three documented price quotes will be obtained.

Contracts for the services of individuals possessing a high degree of professional skill, where ability and fitness of the individual plays an important part, such as with consulting services, may be made by obtaining written proposals instead of competitive bidding. When such written proposals exceed \$20,000 the Library Board will be asked to waive bids and approve entering into the contract.

Contracts for library materials, utilities, emergency services or that are only available from a single source are not adaptable to award by competitive bidding and shall not be subject to the competitive bidding policy. However, such contracts in excess of \$20,000 shall be presented to the Library Board requesting approval to waive bids and approval to enter into a formal contract.”

A motion was made by Dave to allow the new protocols, which was seconded by Jeanne, and the motion passed.

Update On ARPA and Technology Grants

See the full Librarian's Report.

New Business

June Movie Night

The library will be hosting a movie night on Saturday, June 11 at 8:30. We will be showing *The Princess Bride*.

Book Sale

-The library will be holding a book sale on Saturday, May 14 from 10:00am-4:00pm. The sale will be advertised in the library's May newsletter.

-Dena will find volunteers to help with setup and breakdown.

Adjourn

At 6:20pm Dave motioned to adjourn the meeting. Jeanne seconded, and the motion was passed.

LYDIA TAFT PRATT LIBRARY LIBRARIAN'S REPORT April 2022

Statistics for March 25 - April 28 , 2022:

- **Library Visits**

	Attendance	Last month
Adult Visits	92	88
Children Visits	15	16
Total Visits:	109	104

- **Materials Circulation**

	Books	Children's
LibraryWorld	143	44
LW Renewals	26	
ILL	6	
Audio/Ebooks (GMLC/OverDrive)	49	

Total Circulation	175	
Tot Circ last month	166	
Tot circ last year	153	

Programs

	<u>Date</u>	<u>Adults</u>	<u>Kids</u>
<u>Book Club</u>	4/25	7	
<u>Grange Senior Luncheon</u>	4/13		
	4/27		
<u>Totals:</u>			

Overdrive Via Libby Usage Stats	2/25/22-3/24/22
Checkouts	<u>20</u>
Distinct Users	<u>5</u>
Adult Titles	<u>17</u>
Children's Titles	<u>3</u>
Ebooks	<u>17</u>
AudioBooks	<u>3</u>

Narrative

- **COVID**
 - Still asking people to mask in the library., I have started opening windows and doors as often as practical
- **Collection**
 - OverDrive Ebooks and AudioBooks
 - 49 checkouts happened this month, 30 AudioBook Checkouts and 19 Ebook checkouts
 - They represent 42 distinct titles and 6 distinct borrowers
 - 14 Juvenile Fiction Checkouts, 30 Adult Fiction checkouts, 4 Adult nonfiction Checkouts, and 1 young adult checkout,
- **Programs**
 - Summer Reading Program
 - I followed up with Charlotte about our SRP grant from VTLIB
 - I am planning a SRP Kick Off event for Friday, **June 11** ("Help Rebuild the Lost City of Atlantis!") in conjunction with our first Cinema Beneath the Stars event (The Princess Bride)

- The StoryWalk arrived and has been installed. The story is Where Ocean Meets Sky, and it's beautiful. We only have it until the end of May, and then we'll get something else. I plan to order this book for the library
- I've contacted VINS about doing a program on Friday, **August 13** at 3:00 pm to close out the SRP. Waiting for confirmation and a contract. I don't know how much they will charge for this, but our \$300 grant will go towards this.
- **Community Outreach**
 - New Baby Dedication Outreach program
 - Have finally gotten around to doing the new baby dedications for 2019 and 2020. 2021 is up next.
 - Have been working on building a new website
 - Will have library cards ready soon
- **Grant Updates**
 - Purchased new book drop box with ARPA money. Next up: library cards and a new staff computer.
 - Plans are in the works to purchase two chromebooks (with carry cases, headphones, mice and any other accessories) and one Kindle Fire Tablet (or something similar) with the Connectivity Grant money.
- **In the Library**
 - Have finished weeding the adult fiction collection
 - New book drop box is awesome!

Submitted respectfully,
Dena Marger 5/3/22