

Lydia Taft Pratt Library

Board Minutes

November 26, 2019

DRAFT

Attendees: Sue Kern, Jessica Nelson, Jeanne Bristol. Guest: Phyllis Emery.

Sue called the meeting to order at 6:20 pm.

Additions to the Agenda: None.

MINUTES: Motion by Jessica to approve the minute of the October 22nd Meeting. Seconded by Jeanne. Passed.

TREASURER'S REPORT

Budget Report: Jessica submitted the October Budget Report for the Board's Review.

Warrant: Jessica made a motion to approve the November Warrant. Jeanne seconded. Warrant approved.

LIBRARIAN'S REPORT

Karen Cawrse has moved on to another position. She submitted her last report to the Board before leaving. Many thanks to Karen for her work expanding library use and increasing library programming and services. The Board wishes her well in her new endeavors.

October Statistics: Library Visits: 225, Grange Lunch:31. Circulation: 375. Includes Grange Lunches (25). Halloween Open House attendance: 113. All treats and free books given out were donated.

November Programs: Story Time: 4 Only 1 held. This program will resume in 2020. Book Club: 4. Play Group: 3. More outreach needed to build attendance. Ask Your Representative: 7. A much appreciated program.

Email Newsletter: Two editions have gone out and received very positive feedback. The librarian is developing the content and Board member Jessica Nelson is sending it out through Mail Chimp.

OLD BUSINESS

Budget Presentation: Jessica and Sue met with the Selectboard on November 13 to go over the FY 2020-2021 budget.

Annual Appeal Mailing: The letter was sent out before Thanksgiving. Thank you to Jessica for creating the letter and coordinating the mailing.

Children's Library Cards: The new librarian will be asked to develop procedures for issuing library cards to children.

Trustee Vacancy: Phyllis Emery will be submitting a request to the Selectboard for a temporary appointment to the Library Board. There is still one vacancy on the Board to be filled. Anyone interested in serving on the Library Board should contact the library or Town Clerk for more information.

Community Center Board: Jeanne reported that she requested permission for two Library Board members to meet with the Center Board in early 2020 to discuss the library's long range planning.

Long Range Plan: Further discussion tabled until the new librarian is hired.

Fall Raffle: Total amount will be available in December.

Volunteer Recognition: Cards to go out in December.

NEW BUSINESS

Librarian Resignation: Karen Cawrse submitted her resignation the end of October. Her last official day was November 21.

Until a new librarian is hired, the library will remain open all regular hours with volunteers.

Librarian Search: Applications are coming in from the announcement of the librarian position on the Vermont Library Association Job List site and a VLA listserv, as well as the general job posting site Indeed. Interviews will take place in early December. Sue and Jessica are the interview committee.

Holiday Closings: On a motion by Jessica, seconded by Jeanne, the Board approved the following Holiday Closings:

LYDIA TAFT PRATT LIBRARY HOLIDAY CLOSINGS:

DECEMBER 24 & 25, CHRISTMAS EVE & CHRISTMAS DAY

DECEMBER 31, 2019 & JANUARY 1, 2020, NEW YEAR'S EVE & NEW YEAR'S DAY

December Meeting Date: Due to the holidays, the December Library Meeting has been moved up to Tuesday, December 17 at 6:15 pm. Motion by Jeanne, seconded by Jessica. Approved.

Meeting adjourned at 7:50 pm, motion by Jessica, seconded by Jeanne. Passed.

Respectfully submitted,

Sue Kern