

Library Trustee Meeting
Thursday, June 16, 2022
Minutes

Katja Evans called to order at 5:31 PM.

In attendance: Amy Grasmick, Katja Evans, Robin Goodall, Ed Rooney, Stacey Askew

1. Public comment: no public present
2. Approval of minutes and approve/ratify A/P warrants - Robin moved, Ed seconded, unanimously approved. Trustees are reminded to ratify and sign A/P warrants as soon as possible to avoid late payments.
3. Director's report - preliminary renderings of library interiors from Office Environments were reviewed. Some concerns about patron privacy at computer stations, as well as the need to include more computer space, were raised; also noted was a need for more seating on the main floor to accommodate gatherings. Thanks to Courtney's outreach work and visits from schools, there was a 35% increase in traffic for Juvenile materials and programs this spring! Summer reading is starting now. The first threshold for Senator Leahy's federal grant funds has been passed; the library may not know anything definite until January 2023. There was a single bid for the cupola project which came in substantially higher than original estimates. Amy would like further advice on potentially staging the renovation work to allow for an exploratory phase to determine the actual extent of work needed prior to beginning actual work. Per Katja a field representative from the Preservation Trust may be able to help revisit the grant and understand possible best case/worst case scenarios. Other funding from the town and grants remains committed. The library should hear more about a USDA grant for HVAC by the end of summer. A Vermont Arts Council grant for \$30K should be available in July. The library will be offering crafting tools for loan and is accepting donations. Robin moved, Stacey seconded: Director's Report unanimously approved.
4. Treasurer's Report - In the absence of Tamara Morgan, the Treasurer's Report was tabled until the July meeting. Katja moved, Robin seconded, unanimously approved.
5. Policy Review
 - a. EDI statement: after further review and discussion, a separate EDI statement was deemed unnecessary. The mission of the library already addresses inclusiveness and equality. No changes to employment policy on first reading.
 - b. Sustainability policy second reading: no change to document. Amy is encouraged to go ahead with certification via Sustainable Libraries Initiative.
 - c. Personnel policy second reading - tabled until next meeting.
 - d. Draft Recording Policy - first reading; some edits to type of permissions needed. Code of Conduct should be referenced. The library should have a signoff form

to print for permissions. Further suggestions and edits to be considered for the second reading.

6. Old business

a. Staff compensation review - Robin and Tamara found that new town employees are paid effectively more than Amy commensurate with job responsibilities. The Board will be reviewing VT DOL salary data and notes that information from the town on any cost of living increases would be useful; Robin notes that Amy is overdue a raise and that salary compression is not keeping pace with her compensation. Pay increases for all library staff will need to be either phased in or rolled out simultaneously, and employee contracts would need to be equitable with those of other Town employees.

b. Director evaluation - a new process is needed; number-based ratings systems are a very popular method of evaluation, and written self-reported evaluations may be an effective additional tool as part of a hybrid process. Katja proposed an executive session to discuss the process at the next meeting.

7. New business

- a. Nonresident user fee - per 1986 statute, per capita tax-based fees would max out at \$49.64; current fee is \$40. In the interest of keeping the library's services approachable, proposed new fee will increase to \$45. Robin moved, Stacey seconded, unanimously approved.
- b. Tents - several local organizations have expressed interest in borrowing tents from the library for events, including Habitat for Humanity, Chandler Center for the Arts, and Bethany Church. Katja moved, Ed seconded, motion unanimously approved to allow town-based organizations the use of the Library's tents.
- c. Retreat - possibility of a retreat was raised; to be discussed at next meeting.

8. Call for next meeting : Thursday, July 21st, 5:30 PM.

9. Adjourn - Robin moved to adjourn, Stacey seconded; meeting adjourned 6:47 PM.