

AGENDA
Chittenden Public Library
Board of Trustees
WEDNESDAY, February 14, 2024
6:00 pm

1. Additions to agenda
2. Public comments
3. Approval of January 2024 minutes – all
4. Treasurer's update – Molly Hooker Hatfield
 - a. Annual Appeal update – S. Quint
5. Librarian's report – Joanna Tebbs Young
6. Old Business
 - a. Annual Review of Policies – all
7. New Business
 - a. Ideas for H. Page - all

**Chittenden Public Library
Board of Trustees' Meeting
Wednesday, February 14, 2024
6:00 pm**

Draft Minutes

Present: Sarah Quint, Sarah Gallagher, Colleen Niering, Melissa Slenker, Molly Hooker Hatfield, Brenda Vicars Hummel, Joanna Tebbs Young

Absent: Heather Page

S. Quint called the meeting to order at 6:11 pm.

- 1. Additions to the agenda – None**
- 2. Public Comments – None**
- 3. Approval of January 2024 Minutes**

C. Niering moved; S. Gallagher seconded to approve January 2024 minutes. Motion carried unanimously.

- 4. Treasurer's Report -- Molly Hooker Hatfield**
 - Library will file W2s late because awaiting code to be send out.
 - Library received one additional donation bringing total to \$7,280 with 90 donors.
- 5. Librarian Report - Joanna Tebbs Young**

. UPDATES

- The newsletter is completely re-designed. There were some display issues on certain platforms so March's letter will be slightly tweaked.
- Website update has begun. It has been cleaned up and out-of-date posts taken down. Formatting changes which will allow the site to be displayed correctly on all devices will come next.
- Various documentation has been changed from clunky Google Docs to spreadsheets broken down into monthly records, including (so far) Patron Tally and Book Orders. Courier numbers and new patrons will be recorded on the Patron Tally sheet from now on.
- I still need to be added to the bank account and to have my own debit card. I plan to get together with Molly soon regarding this and other bill-paying "stuff."
- I started my first certification class this morning.
- Sarah Stewart Taylor has offered to run a program for us in the summer!

II. FOR THE BOARD'S CONSIDERATION/QUESTIONS

- Student Volunteer Policy: A parent of a student volunteer expressed to Theresa her concern about our supervision policy which essentially says we cannot be held responsible for any children in the building. She wanted to know if this included volunteers. Theresa told her that student volunteering was a relatively new thing and such an issue hadn't been considered until this point. I sent the parent an email assuring her that both Theresa and I would not allow her child (a 4th grader) to leave the library until a parent/guardian came to pick her up.
 - The question for the board is: Can this policy be amended to take student volunteers into account?
 - Also, Theresa did suggest that we establish an eligibility age for volunteers and if we do take younger ones, whether they must be accompanied by a parent.
 - Response: Theresa and I will discuss and make a decision regarding this policy. The board feels we do not need to "babysit" our volunteers. The solution is to make it clear in the policy that student volunteers must be at least 10-years-old (if younger, they must be accompanied by a parent/guardian) and if they want to leave during their volunteer time, they will be required to call a parent to get their permission.
- Maclure Courier: Pat Harrison, Gay Sullivan, and Kathleen Wanner (and Sarah Quint as sub) have volunteered to be our couriers. Pat came up with the idea that we have a waterproof bin outside the door so they can pick up/drop off when we are closed.
 - Is there any opposition to this?
 - Does anyone have such a bin?
 - SQ will get a small waterproof bin.
- Policy Review: I'd like to verify that the most up-to-date policies are in Google Docs here: [updated policies 2022](#)
 - They should be on the website. Theresa and I will go over them next week.
- Lacey from Barstow PTO has asked if the Board would like to consider doing a Bake Sale during the April 6th Egg Hunt.
 - No. I will let Lacey know. However, we can have coloring pages and crayons set out on the library tables for any kids who come in after the hunt.
- What information would you find most helpful/important in this report? (For example, I am keeping track of info such as courier in a monthly spreadsheet now, so does it still need to be shared here?)
 - The board is only interested in the event portion of the report.
- Would the Board be willing to take a few pages of the Patron List and note who you may know has died or moved?
 - SQ will go through the list.

III. THE NUMBERS

A. Collection

Overdrive Advantage with Listen Up Vermont

- New Check-Outs: 51
- Books on Hold: 67 (Audiobook: 33; Ebook: 34)
- New Users: 2

New Books: 11 New Books: 7 Fiction; 4 Nonfiction

Courier: Sent: 5; Received: 4; Sent by USPS: 0; Received by USPS: 0

B. Patron Counts/Outreach

- New patrons: 2
- Newsletters: 1 sent; 444 contacts; 359 subscribers
- Facebook: 14 posts; 512 followers; Insights exported from Facebook are [here](#) (in Google Docs under Director's Reports)
- Website: 220 views; 126 visitors
- Front porch forum: 0 posts
- Chit Chat: Included events for Feb - Apr
- Donations: 0

C. Programs

- Story Hour: Canceled for January
- Meet & Greet: January 6: 22 total patrons during morning
- Punch Needle Craft w/ Kathleen Wanner: January 18: 12 attendees
- Adult book club: January 8: 7 adults, 2 kids
- School Board: Third Monday of the Month [no tally]

IV. UPCOMING

- Book Club: March 6: discussion of Blind Date Books
- Story Hour: March 9: Theme is Magic and Sarah Rich will be doing some tricks
- Eclipse Viewing: April 8th: Coordinate w/ Bob Myers, Erin Bodin (we have goggles)
- Discussions are underway for the summer reading program.

V. OPERATIONS

- **Cleaning:** nothing to report
- **Volunteers:** one new student volunteer
- **Computers:** Norton AntiVirus has expired. (Microsoft still has certain protections.)

- o Update: JTY still doesn't have a debit card to take care of this. Will coordinate with Molly to work this out.

Professional development: JTY has begun the certification program.

6. Old Business

Board reviewed possible policy changes to be finalized and voted on in March.

7. New Business –Board discussed ways to help a board member who is in the hospital

S. Gallagher moved and M. Slenker seconded to adjourn at 6:59 pm. Motion carried unanimously.

The next meeting will be on Wednesday, March 13, 2024 at 6:00 pm in the library.

Respectfully submitted,
Brenda Vicars Hummel