

Meeting Minutes of the Wardsboro Library Trustees

Monday, February 15, 2021

Call to order - 7:05 PM

Attendees: Carol Fay, Beth Liller, Bob Stupp, Sheri Lewis, Carol Backus, Mark Fernandes

Public attendees: Bob Backus

**Changes to the agenda: Add an executive session to discuss an organizational issue.
Add to New Business - Bake Sale**

Public comments - No public comments

Approval of previous minutes - minutes approved. Note that the meeting recording will be sent directly to Beth for posting to the website.

Treasurer's Report - treasurer's report approved.

Additional comments and discussion:

Bob's analysis of the financial statements show that the total annual appeal donation amount to date has surpassed the amount collected last year at this time. The total income is \$3,000 less than the previous year due to the cancellation of all fundraising events because of COVID. Operating expenses are \$5,000 less. The library has a cash balance \$11,000 greater than last year. Bob concluded that our financial health is very good and he expects the library will have the funds to pay our financial obligations and maintain budget expenses.

Update on insurance for library contents. The value of the library contents have been difficult to calculate. The contents include: bookcases, furniture, books, electronic equipment, computers. The insurance company will insure the contents at replacement costs, but will only insure the books for the actual cash value. There are approx. 7,000 books in the library, not counting the books stored in the garage. The value of the books depreciates over time, as the chart below shows the number of books purchased for the past 5 years, the cost and depreciation each year. This chart will be used by the insurance company to assess any loss. In the event of a catastrophic loss, the library would have a significant uninsured loss if the books lost were replaced with new books. The possibility of replacing books with used books found on the Internet would help reduce this cost. Beth noted that used books are not always in good condition and it would be necessary to replace the books with new books over time. It was suggested that we try to negotiate with the insurance company to include book covers in the value of the books. It was suggested that we research other insurance companies that may specialize in insuring libraries, rather than using the insurance company through the VLCT. Bob agreed to continue his research and report his findings at future meetings.

**Estimated Value of Book Collection as of June 30, 2021
Wardsboro Public Library**

Acquisition Year	2017	2018	2019	2020		
% value as of 06/30/2021	20%	40%	60%	80%	100%	
Cost						
2017 purchases	\$ 3,759.00					\$ 751.80
2018 purchases		\$ 4,134.00				\$ 1,653.60
2019 purchases			\$ 4,210.00			\$ 2,526.00
2020 purchases				\$ 4,711.00		\$ 3,768.80
2021 purchases (estimate)					\$ 1,000.00	\$ 1,000.00
Depreciated Value of books						\$ 9,700.20

Prepared by Bob Stupp on 02/10/2021 For Insurance Purposes

Thank you letters need to be sent to donors. Bob will prepare and distribute to the trustees a list of donors and a copy of the letters. The trustees agreed to place a check mark next to the names of donors they know and write a personal note of thanks on the letters. We were reminded that the list of donors is confidential and should not be distributed to anyone outside the Board. The list should be saved as a PDF so that it cannot be altered. It will be emailed to each trustee, one person at a time, to eliminate any duplicate check marks.

Library Director's Report

The weeding of the Adult Fiction books was completed on 2/8, which now completes the entire book weeding project. The project started in early September. The next phase of the project is to move books to create more space and to have regularly scheduled book weeding throughout the year. Additional projects are to build and hang braces on the front wall of the barn to secure the tall bookshelves and add wheels to one bookcase.

Book donations, except new and current best sellers books, are "on hold" at this time due to the lack of storage space. If you wish to donate other books, please keep them for a later time when

we can free up additional space. The public will be notified by a post on the website, Facebook, bulletin boards, and the Bucketville News. When it is safe to do so, a fundraising book sale will be planned. As a reminder, some books are for sale in the library vestibule.

The Book Sale continues to filter in patrons slowly. It will extend through at least April and continues to be promoted in the Bucketville News, Website and Facebook.

Facebook Story time is viral! People are watching in several states and now overseas! A lot of very positive feedback was left on both the library page and through the shares the videos are getting. Comments include, "This is the best part of Facebook", "Thank you Beth for bringing joy to my day", "I watch this and then I have my kids watch so I can watch it twice!", "You're a natural", all positive press for the library.

This month, take home crafts paired with the book the month were prepared and distributed. February's book and craft are "The Very Hungry Caterpillar" and a caterpillar clip.

A "Book Grab Bag" for parents was timed with the start of the school winter break. Parents call or email the library and a bag is filled with books based on their child's age, reading level and interests.

The library continues to offer printing and copying for patrons. Laminating is now offered. This is a great idea for people who may want their vaccination cards laminated.

Our Inter-library Loan service should be back up and running the week of 2/15 or 2/22. Circulation for the past 30 days has been a total of 56 books checked out as of 2/11. Our open hours typically have 1-3 people coming in, as well as 3 --4 regular curbside patrons!

Three volunteers have been trained on how to process books. The library is still looking for volunteers who can help with easy short-term projects, moving books to the garage for the book sale and processing new books as they are purchased or donated. Our CLiF Book delivery is scheduled for Monday, February 15th, giving us another 130 books that need to be processed before adding to our children's collection.

Microsoft Office is now installed on the 1 desktop computer at the circulation desk and one laptop commuter..

The VT Annual Report is due for submission.

Beth, our librarian, continues to make progress on finishing her Librarian Certification Program.

As previously noted, WPL's services and programs offered and the access to the library building by the community are in line with other libraries within VT. The library is preparing for the Phase 3 Re-opening at the end of February. Many preparations have been completed and procedures are in place to ensure the health and safety of patrons, staff and volunteers during this time. See the website for recent information, plans and detailed procedures.

Beth suggested creating a book purchasing policy. Sheri and Carol B. will research whether one already exists and what policies other libraries may have written.

New Business-

Library Air Quality - Air quality in the library is a concern because of its impact on COVID and reopening safety. The air quality measurements in the library are unknown. There is no ventilation in the older part of the building. In the barn, air flow equipment was installed when the new HVAC system was installed. However, it is unknown whether it is effective. Mark suggested and volunteered to research the equipment needed, whether free standing air purifiers can be used and the cost of the equipment. The FOWL has been consulted on this issue.

Plans for increased cleaning - this topic was included in the safety measures for moving to Phase 3 Reopening. According to Bob Backus, increased sanitizing and cleaning of library spaces, books and equipment surfaces for purposes of avoiding/ eliminating COVID contamination are unnecessary beyond what is currently being performed.

Safety measures - See the Phase 3 Reopening Plan for additional information on the procedures and safety measures outlined by Bob Backus, MD, Health Officer.

Major Points and Immediate Actions: Mark volunteered to assist in the installation of the plexi-glass surround at the circulation desk prior to Phase 3 Re-opening date.

- Boxes of books in the barn will be moved to the garage. Sheri volunteered to shovel a pathway to the garage and move the books.
- Beth will publicize the opening and write a Phase 3 addendum to the current COVID Reopening Phased Plan.

Contingency plan if a staff/volunteer/patron tests positive. In the event that there is a person who has been tested positive and has had recent contact in the library, the library will follow all required procedures provided by the CDC, VT Board of Health and the library's health officer.

Bake Sale - If approved by the health office, Carol B will plan and coordinate a bake sale on Memorial Day. All trustees will be called to action to assist.

Old Business - No old business was discussed

Executive Session - called and approved to discuss an organizational issue.

A decision was made to deal with the issue discussed and the trustees will intervene/ assist if a resolution is not achieved or further action is needed. The resolution, any conversations, actions taken and work plans decided upon should be documented..

Adjourn: 9:52 PM

