

## **Salisbury Library Board Meeting February 19, 2024**

Board members present: Kate Williams, Alison Metcalf, Barbara Andres, Marcy Birmingham, Gay Truax, Samantha Smith, Janet Mosurick, and Barb Karle, Interim Library Director

Board members absent: Peggy Cox

The meeting convened at 5:35pm.

### **New Business:**

Motion to approve open meeting minutes by Marcy.

Kate seconded.

Unanimously approved.

Treasurer's report reviewed. Investment account is finally back up.

Motion to approve Treasurer's report made by Janet.

Barb seconded.

Unanimously approved.

### **Library Director report:**

- No to Children's non-fiction project. Barb received ILL training and can take over the process and will ask for assistance and support if needed.
- Photo contest labeling needs follow-up with Ruth, what was the plan?
- Ruth in process of finalizing the Library Operation Manual google document. Kate to confirm expected completion.
- Stephanie LaFountain can continue Crafternoons on Thursday.
- Storywalk is underway.
- Barb will reach out to Kris Turner and Kris Andrews to gauge interest and availability for an annual March seed event.
- Janet reconfirmed she will man the table for the library at the upcoming town meeting, March 2nd. Brochures, volunteer forms, survey for library hours of operation, job post, and 2023 library happening poster will be displayed. Alison will follow up with brochures and surveys.
- Board to review overspend on Kanopy. Treasurer not too concerned.
- Barb to follow up on organization of children's nonfiction.
- Part of culling books will consider "foxing".
- Read Around the World canvas bags are in a storage area.
- Table Adult STEAM kits item for summer meeting agenda.
- Charlie Bain and his tech recommendation need follow up with Ruth or Charlie.
- Return train set to Ruth.
- Barb will update the website with new board meeting time, Sam to help as needed.
- Proposed to send library news letter quarterly.
- Barb to follow up with updating the answering machine message.
- Janet to update outside sign hours with new vinyl numbers.

Sam motioned to approve the February 2024 library's report.

Alison seconded.

Unanimously approved.

**Old business:**

Alison read the proposed Paton Rights Policy summary. Kate motioned to approve.  
Alison seconded. Unanimously approved.

Volunteer information form was shelved for the next board meeting.

**New Business:**

- New trustee item shelved for the next meeting.
- Janet will lead the effort to dispose of unused holiday decorations.
- Alison proposed a series of book and media sales throughout the year. To be discussed at a future meeting.
- Alison's furniture update included finding an "L" shaped table that will fit the library space. Alison asked Salisbury Fire Department to help with transporting the table.  
Janet motioned to approve procurement of the "L" shaped librarian table and post free furniture on Front Porch Forum. Barb seconded. Unanimously approved.
- Digital clock shelved for next board meeting.
- Travis confirmed he can open and close for the upcoming GOP group meeting. Gay will communicate to Travis the meeting is monthly, third Thursday, and to confirm if he is able to open and close. Kate motioned to approve that Travis will open and close for the upcoming GOP meeting. Unanimously approved.
- Kate wrote a letter of support clarifying 24/7 wifi is available, as part of grant application necessary to applying for a second grant.
- Ruth's open house was well attended, 45-50 people. Kate has pictures to post to the website and will send to Barb to upload.
- Janet motioned to rehome stuffed animals. Marcy seconded. Unanimously approved.
- Applicant update. Five applicants so far. The Search Committee to begin scheduling interviews with top candidates.

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**Motion to adjourn made by Kate at 7:00pm and seconded by Marcy. Approved unanimously.**  
**Next Meeting: Monday, March 18th, 5:30 at the library.**

Respectfully submitted,

Samantha Smith, Secretary

**Salisbury Free Public Library Board Meeting**  
**Librarian's Report February, 19 2024**  
**(Lots of detail for Board and incoming Library Director)**

**Ruth still needs to/is willing to do:**

*(I ended up leaving right after the party at Salisbury to be with my grandmother in Philly while she passed. I am just getting back to VT and tying up loose ends.)*

**At Library:**

- I am always willing to come help (as I can)!
- Children's nonfiction project? *(I was working on figuring out how to organize children's nonfiction, which had not been organized; that's why there are piles and piles...I had been thinking of*
- Help with ILLs?
- Label 'To Be Entered shelf,' other projects, etc... *(The whole shelf next to Young Adult is filled with materials to be entered and processed, as well as some to be weeded. I meant to leave them all labeled with where they go etc... Also, meant to label the Read Around the World, Books for Babies, and Adult STEAM Kits, etc... to make clear....)*
- Label and finish up Photo Contest?

**At Home:**

- Finish organizing emails
- Look over/finalize info documents/Operation Manual
- Work on building grant application?
- Add information about computer programs/computers from Charlie Bain (retiring technology volunteer)
- Record my hours this last pay period
- Exit interview questions

**Programming**

**Since last meeting:**

- **Stories and Playtime at the Library**
  - 1/23: Miss Addison County: 8
  - 1/30: Fun with Spanish: 3
  - 2/6: More Fun with Spanish: 3
  - 2/13: Ruth's Last-Changes: 7
- **Crafternoons**
  - 1/18: 3
  - 1/28: 3
  - 2/1: 3
  - 2/8: 3
- **Book Club 1/24: 8**
- **Sunday Morning Craft Time 1/28: 2**

- **Open House 2/13: 45-50?**

### Going on Now and Ongoing:

- **Stories and Playtime at the Library! Christina, Janet, Barb?**  
**Every Tuesday, 10:30-11:30am** A few stories and songs, then lots of time to play and get to know each other. For kids 0-5. **VOLUNTEERS** Leading/helping (Stephanie is interested in offering something on Saturday mornings...)
- **Crafternoons: Stephanie Lafountain**  
Every Thursday for now, 2-3:30pm. Volunteer Stephanie LaFountain organizing.
- **StoryWalk:**  
On Pitch Pine Trail. Salisbury Conservation Commission made their own StoryWalk out of the book 'Animals in Winter;' it is up now. Salisbury Conservation Commission and SFPL are creating a new StoryWalk out of the book 'Salamander Room.'
- **Photo Contest:**  
Finally framed the pictures, except one frame missing. I can still post and notify winners if desired? Let me know if you want me to. Label them with winners name too?
- ~~Free Trees for Kids for Earth Day! Sign up at <https://www.mendocounty.ca.gov/programs-and-services/land-use-and-conservation/forest-restoration/forest-restoration-sign-up>~~ Canceled per board
- ~~Golden Dome Reading Group:~~ Canceled due to my departure. I gave the books to Salisbury School to distribute to children.

### Other Events Coming Up:

- **Seed Library:** Kathryn Schloff ordering and donating; shipping of High Mowing Seeds. I have requested seeds from Sow Right Seeds. Could look for more seed donations, seeds need to be re-sorted and older ones taken out, and we often have offered a gardening roundtable in March to go along with this. Stephanie Lafoundain is also interested in helping.
- **Library Table at Town Meeting**

**Unresolved Programming Issues that Need Attention: (Barb and I have talked about these some...)**

- **Books for Babies:** These were bags with materials and books purchased with ARPA funds to give to new babies in town. My idea was we would get contact information from the town clerk and contact (postcard?) each family with a new baby and invite them to come get them. In the back room.

**Schedule/Volunteers:**

### **Completed Schedule/Volunteer Tasks:**

- Created a GENERAL VOLUNTEER/ASSISTANT/SUBSTITUTE INFORMATION section of 'Operating Manual,' with just the basic operating information.

### **Unresolved Schedule/Volunteer Issues that Need Attention:**

- Procedure for meetings/building use outside of library hours?
- Just to keep in mind, we apply to and receive grants that require and/or put weight on offering hours in the evening (1 currently) and weekend (3 currently). So these are important to maintain as much as possible for this reason. Varied open hours and consistency are also a way to build trust with the community.

### **Professional Development:**

### **Collection/Resource Development:**

#### **Completed Tasks:**

- Made some final purchases and will be a bit ahead of budget, expecting not much purchasing will be done until a new director is hired.
- Redistributing adult fiction to make more room.
- Redistributed and added a shelf to adult nonfiction to make more room. Oversized collection now on bottom of New Adult Nonfiction shelf.

#### **Unresolved Collection/Resource Issues that Need Attention:**

- Kanopy needs looking at!! We are way over budget. Their method of billing changed last month.
- We need to think about new children's books bins! Quickly running out of room in current bins. Lots of vertical space; two level bins would work well.
- Did not complete project of figuring out how to organize children's nonfiction.
- We seem to get 'foxing,' on books here—I do not know much about this. Maybe turning off heat makes it a challenging climate for books?
- **Read Around the World:** Purchased with ARPA funding. A bag with the theme of the populous country of each continent with picture books and a game/toy. Idea that the bag is checked out with a list of all materials. Nigeria, Australia, Germany, China, India, Mexico (instead of US for North America), Brazil
- **Adult STEAM Kits:** Purchased with ARPA funding. Mean to make themed bags/kits for adult activities for check out (!STEAM stands for Science, Technology, Engineering, Art, and Math). With a list of materials to be returned to the library and some consumables. Woodburning, Knitting, Soap Making, and currently forgetting the others...

### **Technology/Computers:**

#### **Unresolved Technology/Computers: Issues that Need Attention:**

- Email from Charlie.
- Bottom tray of the printer doesn't work.
- Librarian's computer needs a camera and microphone?
- Scanner not working.

### **Building/Grounds:**

### **Unresolved Building/Ground Issues that Need Attention:**

- Wasps!!
- Front Door Sticking!!
- Update on Town Hall Committee work/major library capitol grants from VT Dept of Libraries? How to prioritize building improvements and improve communication and collaboration between board and building committee?
- Note: I left my train set in the kids room for now. Let me know if you are not wanting it any more or decide to get rid of it.
- I think major building improvements should be a library focus as that is really the factor limiting how much more we can grow/offer.

### **Other/Administrative/PR/Grants:**

#### **Completed Tasks:**

- Made more library bookmarks with hours/services/etc.
- Redid statistics procedure--started entering every day at the end of the day so always up to date, issues with recording become apparent quickly, etc.
- No town of Midd using the library (Salisbury Selectboard had asked, but no longer needs).
- Submitted Annual Report to VT Dept of Libraries.
- New spine labels procedure--printed instead of handwritten.
- Lots of work on documentation for library procedures, etc: You can see most of it here: [Salisbury Free Public Library Operating Manual](#) (3 sections: Volunteer/Assistant/Sub Info., Board Info., Director Info.)
- Website Updated (though I think time for board meetings changed after I did this.)
- Ruth and Barb met 2/12
- Cleaned/organized desk area, back area, and google drive,
- Ruth and Sam met 1/30 (shelving, transition documents planning).
- Sent out [February email newsletter](#) (included: Open House, Book Giveaway/Storytime, Goodbye from Ruth, 2023 Infographic, Link to job ad., new books, Book Club, most checked out books 2023, and hours and services during transitional period.
- [Plan for services during transition period.](#)

### **Unresolved Other/Administrative/PR/Grants Issues that Need Attention:**

- Suggest defining board and director roles and responsibilities, as well as further training on this.
- The message on the answering machine needs updating and I can't figure out how.
- A number fell off the sign outside with hours and needs fixing.
- Post plan for services during transition period on social media and front porch forum so people are clear?



## 2023 AT SALISBURY FREE PUBLIC LIBRARY



### 8 GRANTS 10 PARTNERSHIPS

- Children's Literacy Foundation Rural Libraries (\$3,700)
- Winnie Belle Learned Fund (\$500)
- Vermont Depart of Libraries (2) (\$937)
- + Salisbury Community School
- + Salisbury Conservation Commission
- + HOPE (Helping Overcome Poverty's Effects)
- + Salisbury Historical Society
- + Vermont Book Shop
- + Salisbury Fire Department
- + Vermont Public
- + Neighborhood Forests
- + United Way of Addison County
- + Middlebury Lions Club



### 2023 TOTAL PUBLICITY REACH

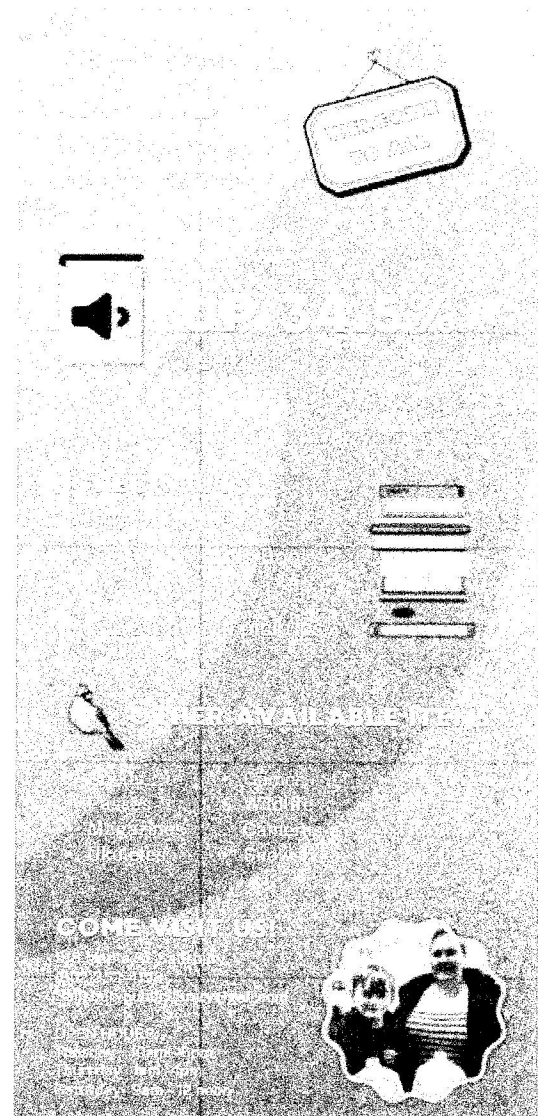
19,360

(website, Facebook, Instagram, and MailChimp)



### PROGRAMS: 2 TO 10 ATTENDEES

- Book Giveaway at Salisbury Elementary School
- Free Tree Giveaway
- Wild Edibles/Foraging Walk
- Winter Seed Sowing
- Pollinator Gardens
- Mushrooms of VT
- Storytimes
- Book Club
- Art and Chocolate
- Gardening
- Roundtable
- FREE PRODUCE (delivered for 12 weeks)
- Summer Reading
- Halloween Party
- Holiday Party
- Crafternoons
- StoryWalks
- Photo Contest
- Free Backpacks with School Supplies!



## Planning for the Future:

Start of visioning brainstorm.

Link to our current Strategic Plan

Mission statement idea: connections, resources, learning, and fun

**Letter to Board:**  **Trustee and Library Director Roles, Responsibilities, and Worki...**

