Salisbury Library Open Meeting |February 3, 2024
Updated 02-09-24

Board members present: Kate Williams, Alison Metcalf, Samantha Smith, Gay Truax, and Janet Mosurick
Board members absent: Barbara Andres, Marcy Birmingham, Peggy Cox

The meeting convened at 10:00 am, at Janet Mosurick's residence.

New Business:

Motion to regretfully accept the Library Director's, Ruth Bernstein, letter of resignation made by Kate, seconded by Janet.
Unanimously approved.

Alison requested to add new discussion items. First, Barb Karle's interest and availability as an interim Library Director. Secondly, approach Christine Slater, the current Story Hour volunteer, to inquire about her interest in the library assistant position. The additional two items were discussed.

Alison will reach out to Barb Karle to begin the hiring process by filling out a W4 form at the Town Office. Travis will be contacted to ask about availability to cover hours Barb is not available, to include February 20th and days in March.

Kate will reach out to Christina's mother to gauge interest in the library assistant work.

Janet received the go ahead from Kip Anders to do what is needed for fixing and rehanging the upstairs stage curtains, and to coordinate with Travis.

Alison brought up new business to change the storywalk to "Salamander Room", by Anne Mazel, and coordinate with the Conservation Committee's upcoming Salamander soiree in March.
Janet motioned to approve purchasing the "Salamander Room" book and to pay to laminate the pages for the storywalk.
Gay seconded.
Unanimously approved.

The board reviewed the final draft for the Library Director job position. Gay requested clarification on when the paid vacation time and other benefits become active, as it is not detailed in the job description document.
Gay motioned to amend the Library Director job description to include language stating that vacation time and benefits will kick in 3 months after the start date.
Kate seconded.
Unanimously approved.

Alison motioned to approve increased hours for the library assistant.
Janet seconded.
Unanimously approved.

Sam motioned to approve the extra hours option for the Library Director to assist with transition training of the new Library Director, as defined by the search committee.
Alison seconded.
Unanimously approved.

Kate will ask Ruth to resubmit her resignation letter with a creation date.

The Search Committee is to manage the Library Director job search, application review, and communication with applicants. Kate motioned that herself, Janet, and Alison will form the search committee.
Sam seconded.
Unanimously approved.

The Library Director job is to be posted on the Vermont Library Association webpage ASAP. Alison will provide the library's membership number to Sam to facilitate posting.

Kate will post the job description on Front Porch Forum.

Kate will ask Ruth to change the prominence of the job post from the library's career page to the homepage.

Kate will email Kip Anders to consult about wasps in the building.

Sam will coordinate with Ruth to ensure that the Interlibrary loan process documentation is complete before her departure. This process will include the courier process and pertinent contact information.

Board input in interview process:
The Search Committee is the primary interview team. Gay and Sam will provide questions as needed but not expected to be part of interviews unless they have interest.

Janet M. to man the library table at the Town meeting, March 2, 2024, with light refreshments, donation jar, and volunteer information.

Alison to write up a library hour survey and pass out at the event door.

A sign that features the Library Director job description with Kate's email for contact is to be present at table. Sam will create the printed job ad for the library table.

Kate will post the Library Director job post at the town office bulletin board - large print.

Tasks for board members during transitions:
Board members are to tackle organizing projects with Travis during closed hours. Barb Karle will focus on circulation desk and open hour tasks.

The following key dates outline tasks the board will be doing. Kate will ask Travis for assistance for some of the days.

Feb. 14th, Wed. 9:30 am	Kate, Alison , and Travis	Begin organizing the back room shelf area.
Feb. 16th, Fri. 10:00 am	Gay, Janet, and Travis	Continue to organize the back room area before moving onto a new area.
Feb. 17th, Sat. 12:00 pm	Sam and Janet	Continue to organize the back room area before moving onto a new area.
Feb. 19th, Mon. 9:30 am	Janet, Alison, and Travis	Relocate Agatha Christie set and the other classic book sets to the upstairs.
Feb. 23rd, Fri. Time TBD	Gay and Janet	Begin to organize the Children's room.
Feb. 26th, Mon. Time TBD	Janet and Alison	Continue to organize the Children's room.

Alison proposed organizing a mid-winter book sale as part of organizing. Item to be added at next board meeting.

Kate will ask Ruth to help train Barb Karle and/or new Library Director with the Seed Catalog process and order seeds before Ruth's last day via Ruth's Transition Plan document.

Sam will ask Ruth if the library has login credentials with the Department of library LISTSERV, for future library furniture searches..

Open house:
Kate will ask Ruth if she is available Tuesday February 13th, 3 pm - 5 pm for her open house and to post the event on social media. Refreshments will be provided.

Exit Interview:
The board will research and collect questions to include in the Library Director's exit interview document.

The exit interview document will be shared with Ruth, as part of the outgoing employee process, and can be answered at her convenience, by a deadline to be determined at this time. As well as the option to schedule a meeting with Kate to discuss exit interview questions in person.

Motion to adjourn made by Kate and seconded by Janet. Approved unanimously. Adjourned at 1:17 pm.

Next Meeting: Monday, February 19th, 5:30 at the library.

Respectfully submitted,

Samantha Smith, Secretary

Salisbury Free Public Library Board Meeting
Librarian's Report January, 2024

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

2023 SFPL Infographic Detailed FINAL (1).png

Programming

Since last meeting:

- **Stories and Playtime at the Library**
  - 1/2: 7
  - 1/9: 2
  - 1/16 Fun with Spanish: 8
- **Crafternoons**
  - 1/4: 1
  - 1/11: 1

Going on Now and Ongoing:

- **Stories and Playtime at the Library!**
  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
  - 1/23: Miss Addison County
  - 1/30: Fun with Spanish
- **Crafternoons:** Every Thursday Starting August 31st, 2pm. Volunteer Stephanie LaFountain organizing.
- **StoryWalk**-Salisbury Conservation Commission made their own StoryWalk out of the book 'Animals in Winter,' it is up now.

Other Events Coming Up:

- **Sunday Morning Craft Time:** January 28, 10-12
- **Free Trees for Kids for Earth Day!** Sign up at https://www.neighborhoodforest.org/parent-registration/?school=23286

Working on:

- Golden Dome Reading Group
- Books for Babies

Schedule/Volunteers:

- Janet not covering Tuesdays 4-6pm
- Updating Volunteer Procedures! Some important procedures:
  - Please make sure to always schedule ahead with the library director when you will be volunteering and what you will be doing.
  - Please don't take on any library tasks without directions from the library director.

Professional Development:

- Trustee Duties and Responsibilities - 2020 VT Library Trustees & Friends Conference recording

Collection/Resource Development:

- Redistributing adult fiction to make more room!
- Redistrubeted and added a shelf to adult nonfiction to make more room. Oversized collection now on bottom of New Adult Nonfiction shelf.
- Still working on going through/reorganizing children's nonfiction.
- We need to think about new children's books bins!

Technology/Computers:

-

Building/Grounds:

- Wasps
- Front Door Sticking
- Update on Town Hall Committee work?

Other/Administrative/PR/Grants:

- Would like to develop new library information brochures/bookmarks/trifolds?
- Sent out a December email newsletter.
- Ran a small add again as part of the Addy Indy annual chronology section 12/28 (add small PR line to budget)
- Thank you to HOPE? CLiF?
- Defining board roles and responsibilities/further training
- Suggestion to hire anothing library assistant
- Need to work on a procedure for opening library for groups using the library to meet during hours we are not open
- Redoing statistics!!!
- Working on Annual Report to VT Dept of Libraries
- No town of Midd using the the library
- New Spine Labels

Planning for the Future:

Start of visioning brainstorm.

Link to our current Strategic Plan

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