

**Salisbury Library Board Meeting
May 19, 2025**

Board members present: Alison Metcalfe, Kathy Clarke, Chris Naylor, Kate Williams, Deb Brighton, Gay Truax, Sam Smith

Staff Present: Alissa Shethar

Board members absent: Janet Mosurick

Guests present: Willie Jansen

The meeting convened at 5:05pm

Secretary's report:

Minutes for 4/14/25 Motion to approve made by Alison, seconded by Gay, approved unanimously.

To be recorded by Sam and posted by Alissa.

Treasurer's report:

The \$5,000 tech grant has been spent down. Remainder after hardware purchases went to software licenses. Winnie Bell grant also spent down. Bluebird box materials purchased for workshop. Income is ahead of expenditures for the year so far. Purchases include lightweight folding tables. \$732 moving expenses to date paid for by 2022 Rotary CACO grant. 1,920lb of waste has been hauled to the dump. Thanks to Henry Haskell and Sue Scott for removing unwanted books and junk.

Preliminary look at 2025-26 budget(s). A separate budget for our move is included. Most expenses, including online, are kept same. Fundraising is a projected weakness, income includes fundraising, donations, and Art & Chocolate. Any ideas to improve this are welcome. Vote on 2025-26 budget will be at June meeting.

Motion to approve Treasurer's report made by Gay, seconded by Chris, approved unanimously.

Library Director's report:

CliF summer program grant will provide speaker and date. Once these are known, Chris will promote on Lake Dunmore community website.

Middlebury radio, print media and Brandon will be included.

Upcoming programs include Homeshare Vermont on June 5, and Advance Directives as soon as we have a date from speaker.

On May 31 Chris Hadsel will come to talk on Painted Curtains & pack ours up. We have 3 ladders and people lined up to help. Kate volunteered to introduce & do paperwork that day as Alissa unable to attend.

On June 28 Kris Andrews will hold basket making class in Church basement. Local History panel co-sponsored by Conservation Commission and Library needs panel members who know local history. Bill Powers suggested as one, also check out BiblioBoard.

August 2nd workshop planned on training dogs to sniff out invasive insects. Motion to approve Director's report made by Alison, seconded by Chris, approved unanimously.

Alissa displayed tech equipment purchased with grant money: 2 Chromebook laptop computers, DVD player, 3 microphones, PA system, computer headphones, thumb drives to give away, screen magnifier, 3 game cameras.

Summer Reading theme is "Color our World". Alissa plans to bring back the photography challenge, including putting together a book. She will consult with Kathy Dick on making the book.

Old Business.

Art & Chocolate: Gay began vendor searching at Bridport fair.

A&C is a 3 hour commitment, no limit on # of vendors, 10% of take goes to library. Suggestion to have vendors & baked goods face outwards for easier traffic circulation. Willie will continue to try to contact musician John Beattie. Recommendation to gather vendor feedback about the event. Gay to liaise with Janet & contact Mary Beth about bakers. Chris will ask Liza Myers and Ashley Wolff for artwork donations to auction, & Kathy will ask other artists.

Do we need a contingency plan to move into church basement if it rains? Gay will connect with church about this.

Programs/publicity: Alissa likes to be here for programs even outside work hours, but when not able, Board members should be ready to host! Kate volunteered for 5/31.

Garbage roster: Deb—June, Chris—July, Kate—August.

Lock up reminder: the lock is sticky so if here outside hours please doublecheck the door is locked

New Business.Gratitude Mentions:

Gay for taking on Art & chocolate this year (Alison)

Alison for her meticulous work on the budget (all)

Alissa for her success in securing more than \$21,000 in grants this year—more than her year's salary! (Kate)

Deb for her patience in shepherding the renovation process (Kate)

Peggy Cox resignation: Peggy is moving, & too overcommitted to be on the board. Letter thanking her to be sent by Sam. Kate will find out how many years she was on the board.

Preliminary look at 2025-26 budget: see under treasurer's report

Renovation plan update: all design details have been agreed upon, including replacement of inner doors. Working with ADA on how to deal with outer doors that will retain the originals.

Tech equipment Show & Tell: see under Library directors report.

Board members preparation for desk backup: several members have gotten with Alissa for this, thank you!

Moving forward update: Cubby under stairs was cleaned out by Deb & Kate. Basement still needs to be cleared. At next meeting on May 29, 2pm, we will survey what needs to be done in basement.

Research uses for upstairs room post renovation: tabled for next meeting.

Next meeting Monday June 16th at 5pm

Motion to adjourn at 6:40pm by Kathy, seconded by Gay, approved unanimously.

Respectfully submitted,

Sam Smith/Kate Williams

May 19, 2025 Library Director's Report

New Books: Just bought an armload of new best sellers, and am ordering some children's books to align with the 2025 Summer Program theme, which is ***Color Our World***.

Programming

- **Story Hour** is going through a change in leadership. Niko Fox can no longer do Tuesdays, so it will be Gabrielle Fuller and Kathleen Clark informally running the show. The program continues to flex and grow. Most of the children are very young, so traditional reading aloud and formal activities are more challenging. I am hoping to support the group with activities and some materials.
- The series on **Aging and Next Steps** continues. We will have representatives and volunteers from **HomeShare VT** come June 5th at 7pm. A friend of Kate's will come (as soon as I can schedule it) and talk about **Advanced Directives**. Still hoping to have reps from **Shard Villa**, **EastView** and **Otter Creek** come talk to us.
- **Christine Hadsell** will come talk on May 31st at 10 am about **Historic Theater Curtains** and hopefully tell us more about our own beautiful curtain! Sponsored by VT Humanities.
- **Kris Andrews** will be teaching a more advanced Basket Making class on June 28th. Let me know soon if any of you are interested? She will only take six of us, and Alison and I are already signed up.
- **Jim Andrews** has agreed that we should co-sponsor his planned **Local History Panel** at the church. The Conservation Commission would like to use our PA system for it. What they need is more people willing to be ON the panel, so if you know anyone, please contact Jim directly. **BiblioBoard** might be interesting for this.

Grants

- You may have heard some 'woohoos!' coming from the library? We received full funding on all of the grants we applied for last month- that's the VTLib Summer Programming, Clif Summer Program, the Rotary Foundation, and the Manton Foundation (who gave us the full \$15,000!). Deb is working on the Cerf and Arts Council grants, I'm working on a private local grant, and Alison wrote an appeal to Neat Repeats, asking if the money they gave us can be used for our move.

Summer activities

- We got both a **VT Lib Summer programming grant** (\$350 plus access to all the CSLP programming materials) and a **Clif Summer programming grant** (which pays for a performer to come and gives away books). Unless you all have better ideas, I would like to spend the \$350 on theme-related materials for activities, some incentives (no water bottles, I promise), and children's books. For the Clif grant, we

need to attract at least thirty kids! Help! I've put out some feelers to the Salisbury School, our story time group, and Salisbury Child Center. We don't know when or what performance yet, but it might be smart to do what Ruth did and have the performance at Lake Dunmore in the park.

- We will also be doing **Summer Adventure Bingo**, a **Summer Reading Challenge**, and a new **Summer Photography Challenge**, with which I would love some help. Are any of you interested in being "judges" and/or helping to put together a photobook at the end of summer? We could use some of our VT Lib grant for that.

Learning from other Libraries

- I drive all over the state for my other job, so I've started stopping at some of the VT libraries that have gone through, or will go through, a big move during their renovation, to see if I can learn any tips. I was up at the **Swanton Library** last week, and am very excited to see the famed **Haskell Free Library and Opera House** this week. Also talked with Molly at the **Brandon Library** several times. I think we can expect to lose some patronage, and will have to work harder to attract people to our programs. But staying positive and continuing to plan and do outreach seems key. Vermont has an old **Library Passport Program**, which I have been using in my visits. Some libraries have a stamp for it, and some don't. If no one objects, I would like to make a stamp for us- it needs to be square and fit in the space.

Accessibility

- VT Lib and the ALA continue to stress the responsibility of libraries to provide tech accessibility aides in order to serve patrons with a wide variety of special needs and abilities. They just put out a new guide which may help make it clear what they mean by this. I think we are definitely getting there, and it will be a big step forward for the library (and grant writing) when we become ADA compliant.

Tech Security

- Now that we have all these cool gadgets, we need to think about how to protect them. After some discussion, we will be labeling them with **customized asset tags**. The easiest things to take- the new laptops and the wildlife cams- did not actually cost that much! But hopefully, better safe than sorry.

And finally, the circulation desk lamp...