

**WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING**  
**DRAFT MINUTES**  
**28 North Main Street – SAL Room**  
**Monday, September 11, 2023, at 5:00 PM**

Present: Deanna King, Margaret Moreland, Kit Walker (Zoom), Maroni Minter (Zoom), Rachel Muse, Tom Leitz

Deanna called the meeting to order at 5:01 PM

Margaret moved to approve the agenda. Kit seconded. All in favor.

Margaret moved to approve the June 2023 minutes. Kit seconded. All in favor.

**Municipal Manager's report:**

- The Library's budget is on track – no red flags.
- \$30,000 from the library trust fund must be transferred to the town by December 31.
- The new staff handbook has been adopted by the Select Board.

**Treasurer's Report**

- Deanna, Michelle, and Rachel recently met to review the Library's financial structure. A report will be presented at the next meeting.
- The Board's signed letter authorizing the Town Clerk and Assistant Town Clerk to act on its behalf has been submitted to TD Bank.
- Awaiting instructions from Morgan Stanley regarding authorizations. Expected to be completed by the next meeting.

**Library Director's Report**

- The Library was very busy over the summer. Foot traffic and computer usage in August was the highest since closing for the pandemic in 2020.
- Despite having no Youth Librarian for most of August, the Library hosted nine children's and young adult programs, with nearly 300 attendees.
- The Library staff made an outstanding effort to assist its patrons and the town in the wake of the July flood. They assisted the many individuals needing access to computers, the photocopier, and the scanner in order to apply for flood assistance. The Library opened early when volunteers were gathering outside stayed open late during the weekend it housed emotional support and FEMA application volunteers. Two staff members, Michelle and DeAnna, went to the Library as soon as possible on July 11 to take photos and advise Rachel that everything was ok. Town commissions were able to use the SAL Room when bumped from the Steele Room for flood response meetings.

- The departing youth librarian was able to run the Summer Reading program and host a range of programs before she left. With lots of help from volunteers and the new outreach librarian, the Library was able to keep some programming going without a dedicated youth librarian.
- DeAnna Romstad, the new Patron Services and Outreach Coordinator, began her work in June. She has experience as a volunteer and substitute and is pursuing a Certificate in Public Librarianship.
- Sandra Schweikert was chosen to fill the position of Youth Librarian. Originally from Northfield, VT, she has been living in Kentucky in recent years, where she recently completed a year-long children's library training program.
- Kanopy, the Library's new digital streaming service, was launched at the beginning of August. In its first month, 73 accounts were created and 57 videos were viewed. Usage limits will be raised as needed.
- Rachel took part in a Banned Books event with Lt. Gov. Zuckerman hosted by Bear Pond Books in July. There was a great conversation around book banning and the freedom to read. The event received national attention: <https://apnews.com/article/banned-books-tour-vermont-zuckerman1c116df096f1909da2ed8408adf8e4d0>
- Strategic Plan update:
  - DeAnna is taking advantage of professional development opportunities around library outreach, She also joined the Association of Bookmobiles and Outreach Services.
  - Rachel, Judi and Michelle all took part in DEI training through the Town of Waterbury.
  - DeAnna and Sandra will have a library card sign-up booth at an upcoming CLIF event.
  - The flood required some items to be placed on the back burner and made it impossible to start evaluating the Library's open hours.
- The Friends had their pop-up book sale at Waterbury's Farmers Market three times this summer. Rachel, DeAnna, and Judi all took part when they were able. They used the events to promote the Summer Reading program and other summer programming.
- The Friends have voted that, in light of the terrible damage the Kellogg-Hubbard Library, Montpelier, suffered in July, all proceeds from their book sale for the rest of the year will be donated to that library. It will not impact that annual appeal or other donations.
- The new display in the Art Gallery by contains comic panels on libraries.

### **Other Business**

- Maroni and Kit expressed appreciation to Rachel for her work relating to the July flood. All agreed!
- Rachel will be contacting Duxbury regarding the arrangement for use of the Library by its residents.
- By-laws are being considered.

Deanna adjourned the meeting at 5:28 PM

Next Regular Meeting – Monday, October 16, 2023, at 5:00 PM

APPROVED: