

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING
DRAFT MINUTES
28 North Main Street – SAL Room
Monday, November 13, 2023, at 5:00 PM

Present: Deanna King, Margaret Moreland, Kit Walker (via Zoom), Michelle Baker (via Zoom), Tom Leitz, Rachel Muse

Deanna called the meeting to order at 5:01 PM

Margaret moved to amend the agenda and approve it as amended. Deanna seconded. All in favor.

Deanna moved to approve the October 16, 2023 meeting minutes. Margaret seconded. All in favor.

Municipal Manager's Report

- The Library budget is on track – no red flags.
- Regarding the Library's share of the Municipal Building's operating expenses, Tom was advised that the town clerk has received all the documents needed to transfer \$30,000 from the library trust to the town by December 31.
- Tom will begin meeting with Rachel soon regarding next year's budget.

Treasurer's Report

- Michelle reported on the current status of the Library funds. As expected, there were fluctuations in value over the summer due to market fluctuations.
- Michelle had questions about where checks from the Joslin and Howland trusts should be deposited. Tom will look into this; Margaret will continue investigating the history of trust monies and how they have been treated in the past.

Library Director's Report

- The Library's Kanopy digital streaming service has become very popular. The number of plays nearly doubled from September to October. The Friends are assuming the costs, currently \$125 a month.
- Responding to the interests of teens and pre-teens, a new subset of the graphic novels collection has been created for Manga books.
- Outreach librarian De Anna hosted her first story time at a home-based daycare and is planning for more. She is also beginning a Queer Reads group for adults.
- The Vermont Reads "one state, one book" programming is in high gear. This year's book, *Last Night at the Telegraph Cub* by Malinda Lond, is a work of historical fiction dealing with LGBTQIA+ issues, the Asian-American experience, America in the McCarthy era, and more. Programs are created around these issues.

- The Library closed early on Halloween. It will close at 3:00 pm the day before Thanksgiving and will re-open on the Saturday after Thanksgiving.
- DeAnna and Youth Librarian Sandra Schweikert are continuing their classes in the Vermont Department of Libraries Public Library Certificate Program.
- Sandra has made visits to Brookside Primary School and Crossett Brook Middle School to get to know the libraries and librarians. She is actively working on plans with Waterbury Recreation and regularly hosts kids in the Rec after school program. She is also co-hosting programs with the Children's Room.
- The Library hosted the Catamount Library Network annual meeting on October 24. Rachel and Assistant Director Michelle Willey attended and Rachel was elected to the Board. The Library also hosted the Washington County Library Directors meet-up.
- There have been dozens of well-attended programs in the past month for different age groups: toddlers, children, teens, and adults.
- The Friends' Annual Appeal will be mailed on November 13. They are hosting A Gathering of Celtic and Christmas Music with Jeff Snow on November 30.
- The Staff Picks display of favorite reads and other items for loans is located in a high-traffic area of the main floor and all "Picks" will be compiled at the end of the year.

Old Business

- Bylaws: The Commissioners reviewed the proposed revised bylaws. Margaret moved to present the revision to the Board for a vote at the December meeting. Kit seconded. All in favor.
- Employee Handbook: Rachel presented the town's Employee Handbook with modifications to clarify the roles of the Library Director and Town Manager. The changes were shown to the Library staff with no objections and Tom agreed with the changes. Deanna moved to adopt the Employee Handbook, as modified, on behalf of the Library. Margaret seconded. All in favor.

New Business

- Board vacancy: Maroni Minter has resigned because he has accepted a new job in Boston. Notice of the vacancy was posted in Front Page Forum. Tom offered to retrieve application letters from the last time there was a vacancy.
- Personnel policy: Rachel distributed a copy of the old personnel policy which she viewed as out of date and redundant (in light of the town's new Employee Handbook). After discussion, Deanna moved to rescind that personnel policy. Margaret seconded. All in favor.
- Rachel presented Strategic Plan achievements of 2023 and goals for 2024 (see written report for details):
 - Although 2023 was a difficult year, the Library was able to add hours for some staff members and do some rescheduling to give the staff more time for individual projects. Technology was updated and additional items added. Staff members took advantage of professional development and training, including library certificate classes, and the entire staff attended town-wide diversity training. Home delivery was initiated (one user so far). Post-program surveys are being distributed to aid in evaluation.

- Not yet accomplished: a marketing plan for the Library and an assessment of Library hours.
- Plans for 2024: A link with the outdoors – toys, electricity, and a closer relationship with the Rec Department; continued updating of technology, soundproofing; expansion of home delivery and community relationships, including a presence at River of Lights, Winterfest, and the NQID parade; find more opportunities for staff training, especially on collection development and program development.
- Kit asked about feedback on users' wants and needs. Rachel noted that the Library has received mostly positive comments and what was most needed was letting people what we have.
- Duxbury: Rachel has had conversations with the Duxbury Town Clerk about a single, annual fee of \$3,500 to cover all Duxbury residents – rather than one-by-one reimbursement. She will pursue this with their Select Board. Bolton might be interested in a similar arrangement as it also reimburses its residents who pay our Library's \$25 non-resident fee.

Deanna adjourned the meeting at 5:58 PM

Next Regular Meeting – Monday, December 11, 2023, at 5:00 PM

APPROVED: