

\*\*\*\*\*DRAFT\*\*\*\*\*

## **Worthen Library**

Monthly Meeting – Board of Trustees

Tuesday, February 8, 2022

Meeting held in person and by zoom

### **Attending:**

Board members: Ken Kowalewitz, Natalie Kendrach, Kristen Bartle, Liz Wirsing, Luke Tremble

Library Director: Keagan Calkins

Members of the public: none

Call to order @ 6:10 PM

### **Preliminary Business**

- **Review payment orders for approval:** Summary of Bills circulated to the board for review.
- **Agenda adjustments:** Ken Kowalewitz (KK) asks if there are any adjustments to the agenda. There are none.
- **Public Comment:** None
- **Review and accept the minutes from the previous monthly meeting:** The minutes from the January 11, 2022 meeting were brought for approval. KB motioned that the minutes be accepted. NK seconded the motion. Approved unanimously.

**Library Director's Report:** Report submitted by Keagan Calkins (KC), reviewed by Board (see full report attached).

- Patrons whose cards have expired from 2017 and before have been deleted from the system.
- VTLIB has contracted with LYRASIS for free access to the Palace app for all Vermonters through their libraries. Palace replaces Libby and aggregates eBook and e-audiobooks from multiple vendors in one place to make it easier to use and more appealing.
- Purchased two book shelves from South Burlington Library.
- Inventory of YA, JF, ECH and children's AV is complete.
- Island Libraries will once again host an in person Job Fair at the Worthen under the tent in May.
- Island Libraries are also participating in a Fairy Tale Festival with a Star Wars theme.
- Summer author update. The first author contacted charges too much. Feelers are out to other Vermont authors.
- Keagan will be on vacation from February 22 through March 3.

Statistics strong across most categories and at or above 2021. See Library Director's Report posted online.

Question raised about how the collection is built. Keagan has been collecting information from the Vermont Library and builds the list of purchases from a variety of sources and also representing a range of voices.

## **Old & Ongoing Business**

Development Committee Report: An Annual Gift Statement letter was sent, either via email or snail mail, to donors from 2021.

Since January 1, 2022, just over \$7,000 in gifts from 27 individuals has been received. Many of these are recurring gifts.

The Development Committee has discussed putting together a schedule of small group meetings similar to the one held last fall. Due to weather and COVID, these will begin later this spring, with plans in development to identify cohorts and plan one in May, one in early August, and the last in October. The goal of these meetings is to cultivate donors by bringing them up to date on what the Library is doing and make a request to them based on the cohort's common interests (Kids programming, the Passion Project, speakers, other activities).

Plans are also underway for a second spring mailing scheduled for May.

### **Bylaws Update and Adoption:**

Kristen facilitated getting bylaws up on Google docs to make editing easier for Trustees.

Amended by laws, after Board adoption, must be posted for public review and comment before becoming effective. KK will clarify the posting requirements with the Vermont Department of Libraries.

Items up for amendment:

1. Purpose and mission updated.
2. Determine how often library policy and bylaws reviewed.
3. Composition of the Board of Trustees and the length of their terms.
4. Language about Trustees as Library employees and their voting privileges.
5. Role of Library Treasurer regarding development of budget and clarify role of Town Treasurer in signing checks.
6. A Secretary will be elected at the next meeting.
7. Clarification of who presents the budget to the Select Board.

Motion made to approve bylaw amendments by LT. KB seconded. No further discussion.

Changes passed unanimously. Acceptance of the fully revised bylaws will take place at the March meeting to allow for public input.

## **New Business:**

Town Meeting Prep: Public meeting will be February 28, 2022 via zoom. Library Trustee(s) will be at the meeting to answer questions about the budget.

Meeting is adjourned at 7:35 pm.

**Next meeting: Tuesday, March 8, 2022 @ 6:00 pm, in person.**