



**Action Minutes**  
**Library Board of Trustees**

**Meeting Date/Time:** February 14, 2022 at 5:32 pm, Virtual Meeting - Zoom

**Members Present:** Tiffany Allen (Chair), Blaine Schmidt (Co-chair), C. Lucas Beal, Nicole Klett, Ruth Morgan, Judson Williamson, June Dunnick, Dawn Rivers

**Members Absent:** Alison Smith

**Liaisons Present:**

**Council Members Present:** Jess Anderson (Council Liaison)

**Staff Present:** Susan Brown (Library Director)

Agenda Item	Discussion Point	Motion/Votes	Action
<b>Call to Order</b>	Meeting called to order at 5:32 pm	N/A	N/A
<b>Approval of Minutes</b>	Approve November 2021 Action Minutes	Schmidt motioned Judson seconded	Unanimously approved
<b>Foundation Update</b>	Update from Tom Wiltberger read by Tiffany Allen – Held annual meeting in early December. Two board members and a staff person rolled off. Updated by-laws to align with Town’s Performance Agreement. Hired Loop Creative to help with new brand logo and website. Voted to disperse \$60,000 to library to upgrade the motors of the Bookie Monster machine.	N/A	N/A
<b>Friends Update</b>	Ruth Morgan – Last book sale in the Fall and online store are doing well. Completed move of all books from the bricks and mortar store to the sorting room and have increased inventory. Working on more social media and targeted advertising. Raffle and big book sale scheduled for end of March. \$1,000 of donations given in memory of Martha Brunstein to purchase a memorial plaque in the library.	N/A	N/A
<b>Director’s Report</b>	Susan Brown – Memorial plaque program is close to going live. Path to reopening is in a holding pattern. Hopeful to restart more programming soon. A lot of focus currently on reimagining the lower level of the library: New history lab. Reimagined digital media lab (made possible by \$40,000 donation from Foundation) to become a digital production studio where people can create podcasts, music, videos. New fixtures and furnishings thanks to \$120,000 donation from the Foundation. In year 2 of the \$150,000 CARES grant that we received. First year we purchased Chromebooks and hotspots to provide digital access to patrons. Year two - looking into developing a Digital Navigator Program to better meet the community’s needs. Working on a lot of Explore More programs.	N/A  N/A	N/A  N/A
<b>Old or Ongoing Business</b>	C. Lucas Beal - CIPA working group had their first meeting. Have a couple of steps to go before bringing this to Council. Meeting again in February and March. Initial meeting of Orange County Library Funding group took place. There’s more work to be done. Orange County agreed to a facilitator. Waiting for next steps.	N/A	N/A

<p><b>New Business</b></p>	<p>Boards Terms – People have mistakenly been appointed to this board for 3-year terms. The standard term length is 4 years, so some people are eligible for an additional year.  Review of library budget: 3.6 million total – 75% = personnel, 15 to 20 % = operations (fixed costs)  \$200,000 = collections and programming (what we control)  What we are advocating for as additional monies this year falls into 3 categories:</p> <ol style="list-style-type: none"> <li>1. Maintenance (building and tech.)</li> <li>2. Collections (popular books, diverse collections)</li> <li>3. Community history program (programming, full-time staff person), teen services</li> </ol> <p>Three budget areas that were addressed last year:</p> <ol style="list-style-type: none"> <li>1. Accessibility – bus stop, teen space, filling key positions</li> <li>2. Collections – expanding diversity, programming</li> <li>3. Infrastructure – furnishings, technology</li> </ol> <p>Discussion about appropriate budget category headers. Suggestion to use:</p> <ol style="list-style-type: none"> <li>1. Infrastructure – maintenance, technology, gender-neutral bathroom</li> <li>2. Collections – popular books, diverse collections</li> <li>3. Community – community history program, teen focus, senior focus</li> </ol>	<p>N/A</p>	<p>N/A</p>
<p><b>Adjournment</b></p>	<p>Meeting adjourned at 6:46pm</p>	<p>Morgan motioned  Rivers seconded</p>	<p>Unanimously approved</p>