

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

Present: Shannon DeSantis Gile, Deanna King, Maroni Minter, Margaret Moreland, Rachel Muse, Tom Leitz

Shannon called the meeting to order at 5:05 pm

Maroni moved to approve the January 2023 minutes. Deanna seconded. All in favor.

Town Manager's report:

- Tom met with the town's financial advisor and the decision was made to move some of the town's money to higher yielding products. This will not affect the Library's funds. Margaret suggested that the Board look at the proposed Library investment policy and the possibility and impact of socially responsible investing at the April meeting.
- The proposed Library budget for next year was accepted by the Select Board will be presented at the Town Meeting in March.
- It is anticipated that extensive repairs to the town heating system repairs will be necessary. The impact on the budget will be felt in 2024.
- The way in which a large portion of ARPA funds will be spent has been embedded in the new budget and Tom will explain the individual projects when the budget is presented at the Town Meeting. After accounting for a new commercial kitchen at the Senior Center, there will be about \$250,000 left over and there is still time for proposals on projects.
- Tom noted that the Waterbury Town Employee Handbook is about 30 years old! He will prepare a draft of a new handbooks by March and then bring it to our Board (and others) for comment. Library employees are town employees, although we have the option of having our own policies. However, it seems reasonable to apply the same policies as those governing other town employees.
- Maroni asked if the handbook would have policies supporting equity in hiring. Currently, only background checks are done when hiring new employees. Other requirements, such as viewing a video, or additional statements, such as one on the values of the town, are possible.
- Personnel policies also have not been revised in many years.

Treasure's Report

- Susan distributed the spreadsheet tracing the Library's recent financial activities by email.

Library Director's Report

- The Library will have a table at the Community Health Fair which will occur at the Town Meeting. In addition to having information on health resources available at the Library, it will have plenty of copies of the Strategic Plan one-page summary and several copies of the full plan.
- AARP volunteers will be present in the Library in March and April to help people prepare their taxes by appointment.
- HUUSD donation boxes currently in the Library: (1) soap for a Rwandan social project; (2) hygiene products for a local refugee community.
- Cynthia Ryle, youth services librarian, has been invited to present at the Public Library Youth Services Summit, sponsored by *Library Journal* and *School Library Journal*. She will speak on our successful Queer Reads program and on other ways to bring similar groups into libraries. The Library will support her attendance. Some new activities are a teen hangout before some meetings and a “Teens after Hours” night.
- Jordyn Jackson, a student from Bennington College, has finished her one month internship during which she was extremely helpful working on promotion, book displays, and more.
- The Friends have agreed to support the Library with \$7,446 in 2023 to help with the cost of digital resources and other items.
- Rachel attended a VTLIB program in January on dealing with challenging patron behavior and safety and security issues. The staff will be attending joint training with Kellogg-Hubbard Library on these issues.
- In the Children’s Room, new Spanish language picture books have been popular and some of our new families are being welcomed at Tiny Tots story-time by parents fluent in Spanish. Tom suggested that there might be some opportunities for partnering with school Spanish immersion programs.
- Vermont Reads 2022 activities around *The Most Costly Journey* were successful, especially the comics workshop, a collaboration between the Library and Makersphere. The associated book discussion prompted the Library to get some Spanish language pamphlets with selected comics from the book for new asylum seekers.
- The Library is strongly promoting the new Palace Project App, giving users access to our Overdrive collections of ebooks and audiobooks, as well as digital books from VTLIB. Kyle has created a website page of instructions and will be presenting a Tech Class later this month.
- Research on home delivery of books is continuing and there will likely be a pilot program with the Meals on Wheels program at the Senior Center.
- A Bolton teacher’s request for multiple copies of books for a reading assignment prompted a brief discussion of our policies on non-residents. Tom suggested contacting Duxbury again to try to find a better system for collecting non-resident fees. A relationship with Bolton might also be possible.

Other Business

- Kit Walker is on the ballot to fill a vacant position on the Board.
- The Board expressed its heartfelt thanks to Shannon for her service to the Library and the Board of Commissioners, especially during her recent term as president. She will be profoundly missed!

Shannon adjourned the meeting at 6:02 pm.

Next Regular Meeting – Monday, March 13, 2023 @ 5 pm

APPROVED: