

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING
DRAFT MINUTES
28 North Main Street – SAL Meeting Room
Monday, June 10, 2024, at 5:00 PM

Present: Anna Black, , Michelle Baker, Margaret Moreland, Kit Walker (Zoom), Rachel Muse, Tom Leitz

Anna called the meeting to order at 5:04 PM

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

Anna moved to approve the May 13, 2024, meeting minutes. Margaret seconded. All in favor.

Public Comment: none.

Town Manager's Report

- Tom reported on the Library Budget status as of May 31, 2024. All items are on track.
- The Library's annual (internal) transfer to MBOF (about 50% of operating expenses) was made in May.
- A more equitable restructuring of health insurance benefits for all Town employees is being considered.

Library Commission Treasurer's Report

- Michelle reported that the value of the Morgan Stanley account has been relatively stable since March. The account is currently made up of 19% in savings and 81% in mutual funds.
- Morgan Stanley has been asked to advise on whether or not the Library should continue the current cash/securities allocation.
- Tom noted that a greater part of the Town's investments have been moved into Money Market CDs to anticipate any reduction in interest rates.

Library Director's Report

- Understanding and complying with the legislative age change around confidentiality of library records (lowering the right to privacy age from 16 to 12) will be the main focus this month. The effective date is July 1, 2024. Significant technical changes are required, as well as policy changes and communications with Library patrons. Anna will help by creating a flow chart for parents and children.
- Five members of the Library staff attended a full day of classes at the Vermont Library Association's annual conference at Killington in May.
- Friends of the Library will continue their pop-up book sales at the Waterbury Farmers' Market, beginning June 13. "What's on Your Plate?" art kits will be distributed as part of the community art project around flooding experiences in Waterbury.
- As president of Catamount Library Network, Rachel is involved with reviewing and updating the fee schedule to attract more libraries and with expanding the number of libraries with access to subscription services.
- Progress in the new Children's Garden continues in partnership with Waterbury Rec. Thanks to a generous donation of soil from Evergreen Gardens, it was opened on May 25 with many children coming to plant.
- Waterbury Rec will be bringing all children in its summer camp to the Library to sign up for the Summer Reading Program. The Youth Librarian has completed plans for the program, including obtaining prize materials, coordinating vendors and donations, finalizing schedules, and preparing promotional materials.

- The first Silent Reading Party, in conjunction with Bridgeside Books, was a success. The next one will be at 10:30 AM on June 22 at the CCC trailhead outside of Little River State Park.
- A children's program highlight this month was the Storytime and Stuffie Sleepover. Children tucked in their stuffies for a night at the library but, instead of sleeping, the stuffies were photographed having all manner of fun around the library.
- In response to requests for more "movement" programs, Yoga on the Law will take place weekly (weather permitting).
- The Outreach Librarian held "pop-up libraries" at the Waterbury Senior Center on May 15 and June 5, with 22 the first time and even more the second time. Margaret, representing the Historical Society's outreach and education committee, attended on June 15, bringing a set of old wool carders from the Society's collection to spark conversation. The head of the committee also attended and the committee will continue to participate going forward.

Old Business – Investment Policy Committee: Margaret and Michelle met to discuss Tom's suggestions and prepare a revised draft of the investment policy. The open question of whether there should be a defined procedure for dealing with income was discussed and it was agreed that the best plan is to determine disbursements, if any, each year. A final draft will be emailed to Board members and voted on in September.

New Business:

- **Policy Updates/Changes to Comply with S.220.** Rachel presented a Library operations policy, revised to comply with amended confidentiality laws. After discussion, Margaret moved to adopt the "Waterbury Public Library Policy: General Operation of the Library," as revised. Kit seconded. All in favor.
- **Board Vacancy.** Our past president, Deanna, resigned from the Commission because she has moved out of Waterbury. Anna will reach out to the Town Clerk regarding procedures for filling vacancies and will proceed accordingly.

Meeting adjourned at 6:01 PM

APPROVED: