

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING
DRAFT MINUTES
28 North Main Street – SAL Meeting Room
Monday, September 9, 2024, at 5:00 PM

Present: Anna Black, Margaret Moreland, Kit Walker, Rachel Muse, Tom Leitz; Guest: Erin Mooney

Anna called the meeting to order at 5:00 PM

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

Anna moved to approve the June 10, 2024, meeting minutes. Kit seconded. All in favor.

Anna moved to approve the August 21, 2024, special meeting minutes. Kit 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 total amount for Duxbury Library Fees has been received.
- Given the large increase in property (school) taxes this year, the informal aim for next year's budget is a 0% increase.
- The MBOF will likely be higher in next year's budget. A great deal of money was spent this summer on correcting problems with the building's heating and cooling system. The temperature will now be set at 70 degrees year-round for the entire building.
- It is anticipated that health care insurance costs will rise by about 20% next year. Alternate health benefit structures are being considered.
- Flood plain maps of the town are in the process of being re-drawn.
- The town has applied for a FEMA grant to raise the outside pedestals for the heating and cooling system (currently only two feet above the flood plain) and to flood-proof the outside door to the basement.

Library Commission Treasurer's Report

- Michelle was not able to attend the meeting but sent her report via email and it was read to those present.
- The Morgan Stanley account currently has 19% in a money market savings account and 81% invested in five Mutual Funds. Performance has been positive and the percentage earnings so far this year is 13%.
- The money the town has received for the Library in 2024 to date from the Joslyn and Howland Trust funds will be used to offset our 2024 contribution to the town from the Morgan Stanley account.
- Morgan Stanley has been asked to advise on whether or not the Library should continue the current cash/securities allocation.
- Michelle expressed her support for the proposed Investment Policy and will share it with our investment advisers at Morgan Stanley once it is finalized.

Library Director's Report

- The statistics reflect very busy summer months. In 2023, foot traffic in the building was over 4,000 in one month and so far this year foot traffic has been over 4,000 people in four months.
- The Library now has 1000 followers on Facebook.
- Sandra planned and led her first Summer Reading Program, with support from the staff and many volunteers. The highlight was definitely the launch of the Children's Garden behind the Library which will continue each summer. An article on the garden appeared in Waterbury Roundabout at <https://www.waterburyroundabout.org/community-archive/psst-whats-in-alibrarys-gardennbspint-things-that-grow-things-to-readnbsp?rq=library%20gardens>
- As part of understanding and complying with the legislative age change around confidentiality of library records (lowering the right to privacy age from 16 to 12), the Library handed out copies of our policies around children in the library, including the age change, and bookmarks with the Library hours to parents picking up children during the first weeks of school. Because unattended children as young as eight come to the Library after school, it is important that they and their parents know what to expect.
- Rachel and some of the Commissioners will be meeting to examine the progress made on goals set in our strategic plan and the next steps to be taken.
- The Friends hosted three pop-up book sales at the Farmers Market this summer, raising Library awareness in the community. They are currently working on plans for their Annual Appeal and a late fall or winter program. They now also have Venmo which will make it easier to accept donations on the fly at outreach events or programs.
- Rachel has joined the Vermont Library Association Government Relations and Advocacy Committee, an effort to better connect public libraries to government services and to promote communication around library legislation. The committee will be meeting with the Vermont State Librarian later this month.
- Kellogg-Hubbard Library in Montpelier will be joining the Catamount Library Network, our shared catalog consortium, and hope to go "live" in our system in December. Rachel is working closely with them and more experience CLN members on this transition in my role as CLN president.
- Building and nourishing community relationships in Waterbury is a goal that was highlighted in the strategic planning process and this summer has seen the growth of several community partnerships grow. Examples are partnerships with MakerSphere (distribution of What the Floods? kits and hosting an art workshop), the Waterbury ArtsFest (a table of fun crafts and library information), Bridgeside Books (Silent Reading Parties in businesses and public spaces all over town with a shared mission to make Waterbury a destination for readers and book lovers), Waterbury Historical Society (visits to the Waterbury Area Senior Center), and Waterbury Recreation. The Outreach Librarian also represented the Library, along with State Librarians and Mad River Valley librarians, in the Warren 4th of July parade, receiving a lot of positivity from those attending and hearing inspiring words regarding the importance of libraries from Senator Bernie Sanders and Representative Becca Balint.

Old Business – The final draft of the Library's investment policy was presented to the Board. After a short discussion, Margaret moved that the Waterbury Public Library Investment Policy be adopted as amended. Anna seconded. All in favor. The policy will be held in Rachel's office for all Commissioners to sign and, when completed, will be filed with the Town Clerk.

New Business:

- **Policy Updates/Changes to Comply with S.220.** The Library has made all changes necessary to comply with S.220. No problems arose in advising parents and children about the amended confidentiality laws and some parents were even pleased that their children were being empowered to make their own choices. The State Library Department is now charged with creating a model policy by next July 1. Although Rachel believes we have taken all necessary steps, she will make sure everything is in order when the policy is released.
- **Board Vacancy.** Erin Mooney will be joining the Board when she is appointed by the Select Board.
- **Next meeting.** Moved to Monday October 21, 2024.

Margaret moved to adjourn the meeting. Kit seconded. All in favor. Meeting adjourned at 5:45 PM

APPROVED: