

**WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING**  
**DRAFT MINUTES**  
**28 North Main Street – Red Meeting Room**  
**Monday, November 18, 2024, at 5:00 PM**

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

Anna called the meeting to order at 5:12 PM

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

Kit moved to approve the October 21, 2024, meeting minutes. Anna seconded. All in favor.

**Public Comment:** none.

**Town Manager's Report:**

- Expenditures to date are on track, except for the MBOF line - due to unanticipated expenses for heating and cooling issues. It is anticipated that this item will also need to be higher next year.
- The Select Board is accelerating the upcoming budget process. The budget will be presented at a "Have Your Say" Day in mid- January (Town Meeting will remain as scheduled). Tom and Rachel will draft next year's Library budget and Tom will present it at our next meeting. The Library's contribution to the town will return to \$30,000. Health insurance costs will remain about the same as plan structures have been modified. Salary increases for Library staff will be recommended.
- The town's flood plain maps have been re-drawn and the outside pedestals for the heating/cooling system are now below the flood plain. Tom will apply for a grant to raise them.
- Waterbury's local tax amendment was enacted quickly and the town has received its first payment. It has or will be applied to decrease debt service, to repair Guptil Road, and (likely) to the Housing Trust.

**Library Commission Treasurer's Report**

- Michelle sent her report via email.
- Although there was a dip in the Morgan Stanley account investment value at the end of October, compared to September, the account has rebounded some since then.
- An annual management fee of \$175 was withdrawn from the Morgan Stanley account on November 14th. This has been waived in the past so the Town Clerk will check on this.

**Library Director's Report**

- Foot traffic remains high, likely due to great after-school use and there were a record number of adult programs in October.
- As usual this time of year, Rachel is spending a lot of time compiling statistics on staffing, programming, open hours, etc. for the annual Vermont Department of Libraries report.

- The Friends will be mailing their annual appeal letters before Thanksgiving.
- Rachel attended the in-person Library Directors Summit in Montpelier on October 29 where hot library topics were discussed – new state legislation, open meeting requirements, Vermont’s 250<sup>th</sup> Anniversary, etc.
- Sandra, the Youth Librarian, visited all four kindergarten classes at Brookside Elementary School to tell them about Library resources, read a story, and distribute library card applications to take home. Sandra and the Teen Advisory Board attended the Crossett Brook Middle School open house to promote Library programs.
- Halloween programs were well attended, including a Halloween concert with puppets by Ms. Andrea of Musical Munchkins. Other youth programs included pumpkin painting for grade school kids, middle schoolers learning to make sushi in the cooking class, and a mystery night based on “The Tell-Tale Heart” for teens.
- Judi reported that there were 43 programs and 431 attendees in October. In addition to the many on-going programs, individual presentations included a Stand-up Comedy workshop, Fail without Fear: Live your Life on Purpose by Lou Bevacqui, Silent Reading sessions at Paprika Empanadas and the Stagecoach Inn (where there were about 30 participants), What Happens after the Paycheck Stops by Edward Jones, and Teaching ALL Children to Read. The on-going programs, which have very loyal followers, are generally run by volunteers at no cost.
- Deanna’s Pop-up Library at the Senior Center on October 2d made books/items, flyers and information on upcoming programs, a voter registration table, free puzzles, etc. available for the 28 attendees. The mystery artifact presented by the Waterbury Historical Society was a set of wooden dominoes that survived the 1927 flood.
- The Library’s Food Drive for the Waterbury Common Market on October 7 – 26 gathered 60 pounds of donated food!

### **Old Business**

- **Strategic Planning Committee:** Rachel presented a summary of the progress on our strategic plan goals and actions still on the agenda. She suggested that a new strategic plan should be developed in 2026 because of the substantial changes since the end of the pandemic and the important subjects that were not even considered when the current strategic plan was drafted.
- Anna reported that she had received the Library Director Evaluation from all Commissioners and will meet with Rachel shortly.

### **New Business**

- The next meeting was moved to December 16 because of scheduling conflicts.

Erin moved to adjourn the meeting. Kit seconded. All in favor. Meeting adjourned at 5:53 PM

**Next meeting:** Monday, December 16, 2024, at 5:00 PM, in the Red Room.

APPROVED: