

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

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

Anna called the meeting to order at 5:04 PM

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

Michelle moved to approve the November 18, 2024, meeting minutes. Kit seconded. All in favor.

Public Comment: none.

Library Commission Treasurer's Report

- Michelle reported continuing volatility in the market. The library trust benefited from this in the past month.
- The issue of whether the annual management fee of \$175 should have been waived is still being examined.
- The library's \$45,000 contribution to the town will be finalized by the end of the year.

Library Director's Report

- Foot traffic remained high in November even though the library was open for fewer hours due to the holidays. It was also the busiest month this year for technology help. It is expected that December will be a quiet month because of holiday celebrations.
- In January, Rachel will begin inviting library staff to take turns attending Commission meetings to talk about their jobs and answer questions. It was agreed that this was a great idea!
- The library is reducing the number of public computer stations on the first floor – from 9 to 6. It will free up space for youth and teen activities. As an alternative, the library is increasing the number of circulating chrome books and hot spots. These may be checked out for one week by library card holders over 18. Printing capability has also been added to the OPAC for quick printing jobs. Although some grumbling is expected, it is hoped that this will encourage more varied activities.
- Rachel and DeAnna will soon be making their second outreach visit to families sheltered at the armory – to welcome them, outline library resources, issue library cards, and tell some stories to the children.
- Friends' funds allowed the library to purchase many Wonderbooks which have built-in read-along recordings that will especially help children with learning differences. Friends also provided funds for Constant Contact, the library's digital newsletter service.
- Rachel took part in the Legislative Preview: Vermont's Creative Sector Advocacy Priorities webinar to keep up with what is happening around library support and funding.
- For the second year, the library opened during the River of Light parade, and it was again very popular. This year, there was a bake sale to benefit the Senior Center and cards made by elementary school kids in the Watercolor class with Pauline Nolte were also for sale to benefit the Senior Center.

- The Siber Sled Dog puppies were welcomed with love and there have been dozens of other programs for the kids in November.
- A new on-going program, Art Yoga, which uses art to focus the mind, has received rave reviews. Other well-attended programs were Outsmart the Scammers and Acupressure for Pain.
- Deanna's November Pop-up Library at the Senior Center featured books/items related to the Waterbury Historical Society's mystery artifact (handmade spools/bobbins made in the late 1800s in Waterbury by the Frary Brothers). Flyers, upcoming program info, the library calendar, and free puzzles were available as well.
- All names on Library's Giving Tree, sponsored by Wesley United Methodist Church, have been taken!

Town Manager's Report:

- Following the Select Board's acceleration of the budgeting process, Tom presented the proposed library budget that he and Rachel have developed. It contains no major changes.
- The contribution from the library trust will revert to \$30,000 in 2025. The staff will receive standard pay raises and one employee will increase their hours from 37.5 to 40. Changes in the employee health plan structure has prevented large increases on this line. Debt principal and interest will be slightly lower because some proceeds from the new local use tax will be used to reduce the debt.
- Rachel noted that she will ask Duxbury to raise their contribution to \$3750 because of an increase in the number of Duxbury residents requesting library cards.
- The proposed town budget has substantial increases for police services, over which the town has no control, and the ambulance corps, which has been operating at a deficit and will be brought to operational stability.
- The budget will be presented at a "Have Your Say" Day in mid-January. The Town Meeting will be held as scheduled.

Old Business

- **Strategic Planning Committee:** A document outlining this year's strategic plan actions and future goals is in place. Rachel noted that having reliably stable staffing has helped a great deal in meeting goals this year.
- **Library Director's Evaluation:** Anna reported that she has read the Library Director Evaluations from the Commissioners and met with Rachel for her extremely positive annual review.

New Business

- **Budget Review and Approval:** The Commissioners reviewed the proposed budget for next year. Kit moved to accept it as proposed. Margaret seconded. All in favor.
- **Officers:** Officers for the coming year will be chosen after the town meeting.

Meeting adjourned at 6:11 PM

Next meeting: Monday, January 13, 2025, at 5:00 PM, in the SAL room.

APPROVED: