

Arvin A. Brown Library  
Trustee Meeting  
Monday, September 19, 2022 Minutes

**Call to order** –4:30 pm

**Agenda Amendments** – added to Correspondence and New Business

**Approval of meeting minutes**

August 15<sup>th</sup> minutes - Moved by Carita., seconded by Allison, unanimous approval.

**Attendance**

Debra Atherton, Kathleen Engstrom, Carita Simons, Adele Wolfson. N.T., Allison Hope  
Guest: Michael Olio

**Comments from Citizens Present** – none

**Approval of Librarian's Report** – Kathleen noted that the number of e-books and audio books borrowed in August was a record high. She also pointed out that there will be an integrated site to combine all on-line borrowing. She recommends that we add Advantage OverDrive, which will have a cost but will increase our catalog. Allison moved to accept the report, Carita seconded, unanimous approval.

**Approval of Financial Report** –The submitted report is year to date but does not include taxes to be paid, tax preparer fee or OverDrive fees. Money showing in bank account are ARPA funds, being spent on materials and will be depleted.

**Correspondence:**

**Memorial Donations** – The family of Sheryl Joseph wants to set up a fund, with donations going through PayPal. It would be used for specific material objects, such as conference table or dropbox, depending on how much is received.

**VT Reads Grant** – VT Humanities Council book is *The Most Costly Journey*, about migrant labor in VT. There will be discussions at the middle and high school and for the community.

**RES Library Closed** – The Elementary School does not have a librarian. Kathleen is working to set up times for classes to come into AABrown Library, and Melanie will be bringing 2<sup>nd</sup> graders to work on our bulletin board.

**Faronics Licence Renewal** – this is for the patrons' computers, has been renewed.

**Baker & Taylor Ransomware Attack** – site was down for ~2 weeks, may affect book orders.

**Old Business:**

**Personnel Policy** – Juneteenth as paid holiday, review paid holidays and policy. Allison is concerned that the language around discipline, paid leave, etc is too specific. She has suggested some edits and has sent the document to all of us. We will look at this, also other libraries' policies and discuss next time.

**Library Computer Security** – Carita will work with Kathleen to look at OnePassword.

**Social Media Policy** – N.T. recommends creating an entirely new FB page rather than adjusting settings in the old one. Comments will be turned off so that the page will be used for dissemination of information rather than discussion. We can link to other platforms for discussion. N.T. will work with Kathleen to set up.

**New Business:**

**VLA Trustee Membership** – \$25/person. All trustees should join, needed to attend annual conference

**Filming, Photography, and Videography Policy** – 1<sup>st</sup> Amendment Audits – In order to protect our patrons’ privacy we need to have a policy against such filming. We will look for other libraries’ policies and discuss next time.

**Budget 2023** – Allison will work with Kathleen and will send to Gina as well as to all trustees. Kathleen urged us all to attend Gary Dalziel’s series of 3 webinars on budgeting for Trustees.

**Harvest Fair** -Oct 2<sup>nd</sup> at Davis Park. Trustees will staff a table, with 2 shifts: 10:30-12 and 12:30-3. On Friday Sept 30<sup>th</sup> at noon we will meet at the library to consider what we will provide or display at the table.

**Other Business:**

Masks – We will change signage to read “Masks optional.”

Selectboard meeting -Kathleen to attend, immediately following this meeting.

**Next Meeting – Monday, October 17<sup>th</sup> 2022 at 4:30 pm.**

**Adjourned 5:29 pm.**

Submitted, Adele J. Wolfson