Jaquith Public Library

Trustees Meeting Agenda

May 10, 2022

Present: Kara, Sonia, Christina, Annie, Susan

Review/Approve Agenda Approved

Approve Minutes Approved

Review/Sign Invoices Approved for CC to sign

Policy Planning

Susan will put together our policy documents and share with the board by 6/3. Trustees will begin the process of reviewing and updating policies at June’s meeting

Librarian’s Report

So busy lately! Patrons, circulation and program attendance is still down from pre-covid numbers but climbing. Afterschool and story time as well as playgroup are going really well. Summer reading program theme this year is Oceans of Possibility

Silent Auction

Sonia will get the items. Annie and Kara will set up

Summer programs

We did not get the summer program grant. Almost all of the Family Fun nights are planned. Sonia has a friend that would like to do tye dye, Susan will reach out.

Summer Concerts update, bands

Only 2 bands are needed. Trustees and Susan will do some more research. Susan suggests the Trustees check out Reed Parsons and Donna Thunder & Storm? The Friends would like to do more food as well as drinks and potentially ice cream. We still need to look for vendors. Annie will do some research. We discussed the possibility of grilling.

Budget Review

We still need to raise $2,958.85. That should be do-able with the silent auction, raffle and appeal

Plant Swap Planning is underway and Annie has a volunteer helping. Someone suggested to Susan that we charge for this event. Trustees agreed that we would like to keep this as a free event for the community

Hiring policies

The Selectboard and Town Clerk attended and brought up some concerns around hiring.

1. Concern around hiring of temporary employees (subs)

* Too many are hired which is challenging because the town can only have 20 employees
* There is a lot of paperwork for the town clerk's office every time someone is hired.
* Concern over hiring subs that only do 6 hrs a year.
* Hiring should be approved by Trustees including a clear rate.
* Paperwork should be filed before someone works, not after

Trustees will discuss with Susan the possibility of her doing the paperwork with new hires and having it ready for Bobbi (Town Clerk). Trustees will work on additional hiring policies for the library. Bobbi and Susan will connect to take off any names of employees who no longer sub for us.

1. Is the library doing background checks? When and on who? The library is on the Town’s liability insurance and this is a concern

* Susan states that we require background checks when a person will be doing activities/programming for the library and will be alone with children. Background checks are not done when they are being supervised by Susan or when they are with their parents (playgroup for example)
* Susan will check with VLCT to see if they have a policy on background checks
* The Trustees will discuss after Susan hears from VLCT

Old Business: 10 mins

* COVID check in: We would like to offer our meeting as hybrid and can use the town’s system, however we cannot use it when the selectboard had meetings or other meetings are happening. This will be too inconsistent and we should look into getting our own system. There is a grant that may cover this, due in 8 days. Susan will work on the grant and Trustees will research the Owl system that other libraries use and give Susan feedback.

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