

**Starksboro Public Library
Board of Trustees Meeting Minutes
Wednesday, Jan. 11**

Present: Catherine Goldsmith, Christa Finnern, Connor Timmons, Jake Mendell, Katie Antos-Ketcham, and Susan Thompson.

Call to Order (4:30 pm)

Approval of December Minutes: (4:30)

The December minutes were approved.

Opener: (4:30-4:40)

Board members shared books that they would recommend to others. This list includes:

- *The Cartographers*
- *Sea of Tranquility*
- *Once and Future Witches*
- *The Education of an Idealist*
- *Ordinary Grace*

Librarian's Report: (4:40-4:55)

- Snow shoveling was an issue in December as the Town has been unable to hire someone to do this work.
 - Katie will check in with Rebecca about whether they have had any applicants and will let Connor know if he should contact someone he knows who might be interested.
- Volunteers: Catherine recognized that there is a good group of volunteers right now. She wants to recognize their efforts with a small gift or lunch and invite Board members to participate.

Business:

- Finance Committee Update (4:55-5:00)
 - The Finance Committee feels like we have a solid budget. Katie will follow up with the Town Administrator about final details so that we can submit our budget for 23-24 to the Town in preparation for Town Meeting.
- Fundraising Work (5:00-5:15)
 - Connor helped us coordinate an annual appeal, which will happen in April. We generated lists of people who might have means to give, who we'd like to learn more about the library, and of people we know already love our library. Individual Board members and staff should continue to think of names as we generate this list.

- Review strategic goals (5:15 - 6:00)
 - Susan led us in a review of our strategic planning work from 2021-22, during which we generated a list of our strengths, opportunities, aspirations, and results (SOAR) as well as our Vision, Mission and draft goals and objectives from April 2022. A summary of our discussion of our draft goals and objectives follows, which should also serve as a preamble to further Action Planning:
 - **Programming:** Noted accomplishments include four vaccine clinics, annual fall concert – annual since 2016, but not 2020 and 2021, and a VINS program; Bone Builders is also back using the library twice weekly; additionally, the Board approved a FY 23-24 budget that includes funding to better ensure we are able to offer a weekly playgroup or storytime for young children and their caregivers, which has been identified as a priority; Ideas for future programs include Ellen Yount discussion about her Ukraine work and *Most Costly Journey* Humanities Council Book of the Year discussion; Catherine noted that the effects of the pandemic are still felt in the area of programming. It was also noted that a few “traditions” would help build participation in our programs, although with enough time to publicize, our events are very well attended by a cross-section of the community. One idea: do we want to have an annual ice cream social as we kick-off the summer reading program? The board could be there scooping and help coordinate the event.
 - **Communication:** The monthly newsletter was incredible, but also very time consuming; an idea was proposed to share material that might have been shared via the newsletter in other formats, including Front Porch Forum and Facebook. These include book recommendations, new books at the library, resource highlights, and more.
 - **Resources for patrons:** We celebrated the complete upgrade and overhaul of our computers and our printer, thanks to ARPA funds made available through the VT Department of Libraries. Thanks to Catherine for securing this funding and coordinating the technology install. No small feat! She noted that many people utilize the printer especially for printing return labels for online purchases. The OWL is also used twice weekly by Bone Builders, who also use the projector as well. The Starksboro Baptist Church also has utilized the projector this year. Making technology available to other groups in the community is another way to be a resource for Starksboro.
 - **Work space/Study space:** Catherine created a desk in the back of the library where someone could work. There are outlets available. There also are the two cubicles at the front of the library. We asked what modern work spaces look like and mentioned the upstairs as a potential for a workspace / flex space. It was noted that we should

visit other libraries! Susan reminded us that Catherine helped coordinate a tour of Addison County libraries, and the SPL was a stop on the tour. It was acknowledged that it is important to see how other libraries are using their space.

- **Convening of Community groups:** A goal set initially was to be an initiator of Town groups to facilitate conversation. Other libraries provide this service by convening 1-2 members from different groups in the community to share what they are working on as a way to be a resource to the community. We recognized that the Pavillion Committee's fall harvest festival served this purpose in many ways, and we modified our goal to 1 x a year rather than two in light of this harvest event becoming a tradition. Jake noted that January, February or March would be a good time of year to hold this sharing circle. It was also noted that we collaborated or did outreach with many groups in town this past year, including the Selectboard, Planning Commission, ARPA Committee, Project READ!, Pavilion Committee, Energy Committee and Historical Society. We also have a history of working with the Meeting House Committee. Susan reminded us of a webinar many attended put on by Lara, the former Shelburne Librarian. She said her Board was everywhere all the time – talking up the library. They went to several meetings a week. This conversation validated the importance of this goal to communicate with other groups.
- **Fundraising:** We are taking action on this goal by sending an annual appeal in April aligning with National Library Week, April 23-29, 2023. Catherine noted that timing is everything, and that it might have more positive results if we are not at the year-end along with everyone else.
- As a part of our continued hope to be an important community resource, we discussed what we have already accomplished and/or made progress on and what we still have yet to do. One person asked for the process to be expanded, prior to creating an action plan, to gather community input. Susan and Catherine reminded us that we had talked about each Board member interviewing a certain number of people these questions: What are their hopes for the Town? And how can the library help?
- **Accessibility project (6:00 - 6:15)**
 - We decided to form a committee to work on the Accessibility project, and Susan would like to work on this project. Catherine added that we would like to involve people who are not on the Board to help us with this, as community buy-in is important and expanding our work team will help foster this support.
 - Katie said she and Susan are scheduled to present to the Selectboard on Feb. 7 to request funding for the site plans and update the Selectboard on grants the Library would like to apply for to improve the Town Hall building.

- Volunteer Updates (6:15-6:30)
 - Susan has decided to not run for the Board again, and that she would prefer to be in a project management role. She would like to help manage the accessibility project.
 - Katie and Catherine determined that the Bylaws state all Trustee positions are three-year terms, and Katie agreed to contact Amy McCormick at the Town to correct the earlier posting.
-

Next meetings:

February 13, 4:30 pm

March 13, 4:30 pm