

Starksboro Public Library
Minutes for Monday, April 10, 2023
4:30 - 6:30 pm

Present: Leah Hamilton, Christa Finnern, Jake Mendell, Katie Antos-Ketcham, and Catherine Goldsmith

Approval of March minutes: Christa made a motion, Leah seconded, and the minutes were approved.

Opener: Earliest memory of a library

Librarian's Report - Lots of inter-library loans came in for Starksboro residents and went out to other libraries (both Catamount Library Network and to the larger VT ecosystem) (~150-200 monthly). Marita Schine hosted the first storytime with 5 little ones and 4 adults on Saturday, April 8. Addison County Early Childhood Director's Network put us on their "The Week of the Young Child" calendar for Story Hours for the county. The Addison Independent also wrote about "The Week of the Young Child." Catherine is working on hiring someone to start doing this weekly. She will write up a job description and share it with the Board. Catherine would like one of us to be on the hiring committee. The feedback Catherine got was to hire someone for a temporary position to start. Also, one of the new laptops needs repair.

Librarian's Job Description - To continue with Board education, Katie asked the board to review the 2015 job description for Library Director. First comment was that it seems like a task list more than a job description. Catherine presented on a panel at the Vermont Library Conference April 3 and said others described the job of a small, rural librarian as a master chef planning a 6-month menu and a short-order cook making scrambled eggs at same time. Another metaphor was caring for an infant while working as a librarian, and being sidetracked by one's work goals to take care of a baby's more immediate needs (not sure I got that one right). Or an interpretive dance. Another question raised was how might a job description might convey values? And another, how does the library assistant help with the list? (Catherine's response is the "General" category and other duties as assigned.) What is missing from the job description? Social media and resource/research support. Catherine added she loves research and helping people find the info they need.

Role of Staff, Role of Board - To continue with Board education, the Board looked at a chart showing the role of the Board, Staff and a Friends group (if one exists). Discussion followed that staff is in charge of marketing for the library. Branding may be done with

the Board with input from staff. “Help” means tell your friends. Attending programs might also be a good way for Trustees to meet people in the community; Katie added that other libraries have Trustees at their events and this may be something we should coordinate in the future.

Business:

Town Hall Accessibility project - Catherine was here when Susan and Alex did a walkthrough and reported on the discussion. Catherine informed the Board she found a survey in a library file, which she shared with Rebecca Elder. It raises the question of the boundary on the south side of the Town Hall building. The Selectboard has it on their agenda to explore the property boundary. Further discussion was held about maintaining the entrance for all at the front of the building, as Gallup said there are benefits to everyone coming in the same door. The group also conveyed the importance of having the lift near the front door to help with restroom access.

Katie said that the Paul Bruhn grant was turned in 3/31 for \$100k, and the DOL Needs Assessment is due 4/15. A Cultural Facilities grant through the Vermont Arts Council deadline is May 1. Katie, Susan and Alex are going to the ARPA Committee 4/19.

Fundraising - Jake brought up the flexibility of asking for donations for something specific related to our capital projects. Catherine added having money on hand may give us momentum. We wondered if we may not have an annual appeal but fundraising for the upstairs to help people bring it to a finish line. This is something to consider. We decided to postpone the decision until we know more about fundraising for the Second Floor. Jake will do some research about ideas about annual appeals and timing options.

Annual Policy Review ([Bylaws](#)) postponed until May.

Selection of officers: Secretary: Kate LR Gagner, Treasurers: Jake Mendell (Nov-April) and Leah Hamilton (May-October), and Co-Chairs Christa Finnern and Katie Antos-Ketcham.

Agenda for next meeting: We will review some policies, strategic planning, and prep for annual eval.

Next Meetings:

May 8, 4:30 pm

June 12, 4:30 pm