

Draft Minutes of the Pierson Library Board of Trustees Meeting held November 16, 2023

Present: Alice Brown, Rajiv Srinivasan, Lisa Merrill, Becky Jewett, Char Albers, guest Lee Suskin, Kristin Jangraw, Lily O'Brien, Julia Shrier (joins 7:30 PM); Library Director Mike Hibben

Call to Order 6:32 PM

Motion to approve agenda by Alice; seconded by Char. Approved 6:33 PM

Public Input:

Lee talks with us about the Town Finance Committee, whose goal is to help committees and departments to achieve their goals. He shared some of that committees thoughts (preliminary) about our proposed budget.

Budget proposal for the fiscal year starting in July 2024.

Lisa attended the Selectboard meeting when finances were discussed. The Selectboard asked Director Hibben some Qs about our budget, and why we need an increase. Board member Cate Cross was very supportive of they Library's needs. Mike shared with them information about peer library salaries, which, uniformly, are greater than ours. We need to keep the talent we have and we need to grow our staff, so we need more funds for salaries. In addition, we are in our own building, which we fund from our own budget, unlike most other Town departments.

Motion to approve minutes from Oct 26, 2023 by Alice; seconded by Rajiv. Approved 6:52 PM

Treasurer's Report from Becky

New lights, landscaping (mulching and clean up) (recommended to do every other year); some programming, new printers. We're hoping to get a good turnout from Giving Tuesday, which is Tuesday, November 28. Our yellow insert should be in the Shelburne News for Friday, November 17 (this week's).

Library Director Update

We're on track, except we're about to run out of Supply funds, since that line item is way too small. The Board could fund a 'discretionary fund' for the Director to use as needed for supplies.

Becky makes a motion to create a Director's discretionary fund of \$3,000 to deal with this shortfall of supply funds. Seconded by Alice. Approved 7:02 PM.

Programming numbers have been strong! Library visits are up compared to the past two Octobers. Meeting space usage is down a bit. New teen programming on Wednesday afternoons (early release day at SCS) has been strong with a teen advisory committee to plan programs for them.

Interviews are complete for Adult Program and Engagement Specialist. Update soon. Close to finalizing a new weekend substitute.

HVAC system retro-commissioning quote has finally come in affordably, which will be done by Avanda, and covered by ARPA funds. Mike will talk in December with all of the parties involved in this problematic 4-year old HVAC system to figure out exactly what needs to get done to get it done right!

We'll discuss funding of some of Mike's asks re building changes (offices, study spaces, etc) next month.

Mike held a monthly staff meeting on working with patrons.

Brief discussion patrons using the Library for remote work, which is an increasing trend here and at other libraries. We will consider ways to create small quiet spaces for patrons for studying, small study groups, remote work/conferences, etc. Will we need to set some parameters for use (time and space) soon?

April 8, 2024 Total Eclipse party! Pierson is taking the lead in coordinating the Town's programs. Perhaps hold it at the Field House. Mike has ordered 5,000 eclipse glasses.

Beautiful new art books purchased with donation from a beloved patron.

Holiday gift cards for volunteers: We have 11 volunteers, each of whom will receive a gift card from the Trustees. Alice will get 4 from Le Marche; Rajiv will get 3 from Flying Pig; Alice will get 4 from Village Wine and Coffee.

Communication regarding our change in hours: We will need to make it very clear to patrons why we might close on Sundays. The staffing shortage forces this in order for our staff to be able to work at capacity—instead of beyond capacity. In January, the new hours will be: Mon, Wed, Fri, Sat 10-5; Tue, Thu 10-7.

Library Survey results

Becky shares with us the Big Ahas. We have a great Library, with areas in which to improve. Children's programs appear to be very strong, due to high grades from patrons under 45. Shelburne News and FPF are important places for sharing programming information. Negative comments are important ways to learn; we heard from a few patrons negative feedback on collections, the physical space, loan period (too short), building enhancements. Hospitality is important! We want to be a welcoming space.

Policy manual review – Split into public and employee policies. Need to review behavior in the library (Holly and Kristin will be a sounding board for Mike).

Alice makes a motion that Executive Session is required to discuss a personnel issue; Becky seconds. Approved.

Alice makes a motion to enter Executive Session; Becky seconds. Approved.

Executive session entered 8:16 PM

Executive session ended 8:24 PM

Next scheduled meeting, Thursday, December 7th, 6:30 PM

Motion to adjourn by Alice; seconded by Becky. Meeting adjourns 8:25 PM

Reasonable accommodations shall be provided upon request to ensure that this meeting is accessible to all individuals regardless of disability