

CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING

Agenda for October 4, 2023 5:15

Mission Statement: The Cavendish Fletcher Community Library promotes the exchange of ideas, stimulates thought and supports lifelong learning in the school and community by providing relevant, current materials, programs and services for all ages.

Call to order:

Additions/Changes to the Agenda

Approval of minutes of September 13, 2023 meeting

Treasurer's Report

Discussion with public - (only if any in attendance)

Old Business:

1. Sustainable Libraries Initiative - draft policy attached
2. Library Newsletter
3. Library cards for patrons
4. Fundraising

New Business:

Any other business to come before the Board

Setting the Next Agenda:

Executive Session: 1 V.S.A. § 313 if necessary

Adjournment

Next meeting: November 1, 2023

CAVENDISH FLETCHER COMMUNITY LIBRARY EXECUTIVE BOARD MEETING

Notes for September 13, 2023

Attendance: Board Members Peggy Svec, Sandra Russo, Dave Gallagher & Cheryl Braucht; Librarian Amy McMullen; Public Claire Berkman & Chris Saylor

Mission Statement: The Cavendish Fletcher Community Library promotes the exchange of ideas, stimulates thought and supports lifelong learning in the school and community by providing relevant, current materials, programs and services for all ages.

Call to order: Peggy Svec called the meeting to order at 5:30pm

Additions/Changes to the Agenda - Dave Gallagher distributed copies of the proposed 24/25 budget and requested an additional meeting to review; the board agreed to an additional meeting on Wednesday October 4th. This does not replace the regularly scheduled November 1st meeting. Old business and voting to add new board members will be discussed at the October 4th meeting.

Approval of minutes of July 6, 2023 meeting; no minutes were available, July 6 minutes will be reviewed at the October 4th meeting.

Treasurer's Report Dave shared that the Chase account has a balance of ~\$223,000 with a goal of \$300,000. The treasurer's report was unanimously approved by the board.

Librarian's Report:

Visitor Statistics

July 2023: 390

August 2023: 409 (8/25)

Circulation: 7/1/2023 - 8/31/2023

Adult: 152

Youth: 265

TOTAL: 417

Programs: 7/1/2023 - 8/31/2023

Youth: 5 Attendance: 27

Adult: 2 Attendance: 38

Family: 1 Attendance: 122

Hello Megan! - I am excited to introduce Megan Jones, our new Library Assistant. Megan lives in Cavendish and has two children in the school. Claire's last official day was the end of July and she and Megan were able to work together for a couple of days for a bit of orientation.

Summer Programs: The Summer Reading Program got off to a pretty good start with 6 or 7 participants for the weekly drop-in activities. After the flooding, program attendance dropped off significantly. However, we had 8 participants for the cartoon workshop. Our

final program, a BBQ and magic show with Tom Joyce, is Thursday, September 14th at 5:00 with the magic show at 6:00.

Both adult programs were well received with Sheryl Faye Presents: Ruth Bader Ginsburg being the best attended.

The highlight of the summer was: GLORIA'S BIRTHDAY PARTY!! I lost count after 122 people. It was a wonderful way for the community to come together to celebrate a wonderful person.

Vermont Early Literacy Initiative (VELI): In 2010, the VT Center for the Book and the VT Department of Libraries received a grant to support libraries in early literacy training. I was one of the 35 librarians to participate in the initial round and went on to receive Early Literacy STEM training as well. I am excited to announce that the Center for the Book has joined with VT Humanities and VELI training is back. I recently attended a workshop at Lake Morey and the main topic was how to support families post-Covid. As a participating library, we received a set of books for programs and a \$1000 grant for supplies to support early literacy programs. This is perfect timing for implementing a weekly Early Literacy Storytime as well as regularly scheduled visits to Stepping Stones.

School: The first day of school was Wednesday, August 30th and the first library day was Thursday, August 31st. This year, with the exception of Kindergarten with 19 students, all the classes are combined. Like last year, Library classes are on Mondays and Thursdays and Kindergarten, 1st & 2nd, and 3rd & 4th come to the Library on both days. The 5th & 6th grades come on Monday. In addition to teaching classes, I am assisting in the 1st & 2nd classroom both days. Amanda Gross is an amazing teacher and I am learning a lot by observing her interacting with the students. I am working on developing my skills with Responsive Classroom and observing Amanda is a great first step. I also cover the office during lunch.

Other Stuff: Megan, Claire, and I are representing our library at the Vermont Fairytale Festival at the library in Killington this Saturday. The festival is free with a non-perishable food donation. This year our booth theme is "Woodland Creatures." We will share pictures at our next meeting!

The librarian's report was unanimously approved by the board.

Discussion with public - Claire Berkman & Chris Saylor expressed interest in joining the board. Claire used to work at the CFCL and loved it, even though her career has taken a new direction she would like to continue being involved in the library. Chris believes that the library is a key component of the town and wants to contribute to the community in which he lives. Amy explained that board members are advocates for the library in the community and give advice & ideas to library management, they are not responsible for managing the library. Sandra added that board members should know the contribution of the library to the school and the community. Volunteer hour

commitments include a 2 hour board meeting every other month plus attendance at one or more special events throughout the year with the goal of making the library vibrant and viable. Daves moves to appoint Claire & Chris as trustees of the board and for their terms to be on the March ballot; the board unanimously agrees.

Old Business:

1. Sustainable Libraries Initiative - draft policy attached
2. Library Newsletter
3. Library cards for patrons
4. Fundraising

The board unanimously agreed to discuss old business at the newly scheduled October 4th meeting.

New Business:

1. Courier Grant

CFCL was approved for a courier grant which will commence on 10/1/2023 which means the USPS will no longer be used to transport books & materials for interlibrary loans. Being on the courier route means that CFCL will be added to the list of preferred libraries for interlibrary loans. This will lower the costs of postage for CFCL. The Town of Cavendish will need to complete a portion of the grant paperwork; Peggy & Amy will follow up with the town administration to review as lack of compliance could impact future grants that the town is eligible for.

Any other business to come before the Board There will be a BBQ & magic show 9.14.23 and Amy needs help, Chris & Cheryl volunteer.

Setting the Next Agenda: Review proposed FY24 budget; discuss Old Business from 9.13.23 agenda

Executive Session: No executive session (board appointments were uncontested)

Adjournment Meeting was adjourned by Peggy at 6:24pm

Next meeting: October 4, 2023

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Call to order:

Additions/Changes to the Agenda

Approval of minutes of July 6, 2023 meeting

Treasurer's Report

Librarian's Report:

1. Welcome to Megan!
2. Summer programs
3. Vermont Early Literacy Initiative
4. First week of school

Discussion with public - (only if any in attendance)

Old Business:

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Call to order:

Additions/Changes to the Agenda

Approval of minutes of May 3, 2023 meeting

Treasurer's Report

Librarian's Report:

1. Adult and youth programs update
2. Grants update

Discussion with public - (only if any in attendance)

Old Business:

1. Update: Kate's Corner
2. Sustainable Libraries Initiative

New Business:

Any other business to come before the Board

Setting the Next Agenda:

Executive Session: 1 V.S.A. § 313 if necessary

Adjournment

Next meeting, September 6, 2023

Cavendish Fletcher Community Library Executive Board Meeting Minutes

May 5, 2023

Cavendish Fletcher Community Library tables

Mission Statement: The Cavendish Fletcher Community Library promotes the exchange of ideas, stimulates thought and supports lifelong learning in the school and community by providing relevant, current materials, programs and services for all ages.

In Attendance: Librarian Amy McMullen, Trustees Peggy Svec, Dave Gallagher, Sarah Stowell Directors Cheryl Braucht, Doughty Strange, and Gladys Seville

Call to Order: Peggy calls the meeting to order at 5:20 p.m. and begins by reading the Mission Statement.

At 5:24pm, Dave moves to approve the minutes from March 1, 2023 meeting and all approve.

Treasurer's Report

Dave says we should still have about \$18,000 cash on hand at the end of the year and will only need \$10,000 from the trust. At the end of March, the trust had \$190,000 and will have very close to \$200,000 by the end of April. It is on track to hit \$300,000 by 2025.

The Library is operating at 87% of the budget including all salaries. The Library will be within budget this year.

At 5:26 p.m., Peggy moves to accept the Treasurer's report and all agree.

Librarian's Report

Amy shares Library visitor statistics for March and April 2023. There were a total of 757 visitors.

Kate's Corner is coming together and the shelving will be arranged to include parenting books. Steve Lorenz visited and is thrilled with the Corner. He would like to provide additional parenting material provided by his publishing company.

The Board discusses additional parenting resources: parenting children of all ages, local health connections, and homeschool connections.

Youth Programs

Amy updates the Board on the Youth Programs. She shares that the after school Chess Club (regularly 6 participants), Books and Crafts (10 participants), and the Desk Pet Club (7 participants) are all going well. These programs include snacks. Sara recommends a No Stress Chess board game. Amy notes that computers are off limits during after school club times.

The Cartooning Workshop was very successful and had 17 attendees. She hopes to have the same cartoonist return for another workshop and book signing of his new book.

Early Literacy programming will begin on Wednesdays in June.

Adult Programs

Amy says the Women's History Month program featuring Sheryl Faye as Eleanor Roosevelt was successful with 16 participants. Because of her popularity, she will return on July 22nd as Ruth Bader Ginsberg. The Board discusses the possibility of conflict with and potential advertising during the Concert on the Green series.

On July 26th, Marty Podskoch will speak about the Civilian Conservation Corps work. This date marks the 90th anniversary of the CCC's work in Vermont. Sara brings up the oral history recordings from the 1970s about the CCC possibly at the Ludlow library.

Amy says the Library is partnering with the Cavendish Community and Conservation Association (CCCA) to display the calendar landscape photograph entries and accept votes for the photos to be included in next year's calendar. There is still time to submit an entry, and the CCCA is specifically looking for summer and spring entries.

Amy distributes sunflower seed packets to the board and explains that the Library is participating in Vermont Plants Sunflowers for Ukraine. It will be promoted as a part of the Sustainable Libraries Initiative. The Library received 98 packets for the community and 2 packets for the library/school grounds.

Grants

Amy applied for a \$500 grant from the Cavendish Community Fund to assist in purchasing frames for the *History of the Indian Tribes of North America* ("Indian Book") prints. The CCF has received the application. Dave, Sara, and Peggy encourage Amy to ask for more money and she agrees. Dave says we would like to house the books here safely (instead of their current location in a climate-controlled space in Barre). Sara

suggests a First People's invitation to speak and brings up the GMUHS "Chieftain" name controversy.

Amy also applied for a \$500 grant from Winnie Belle Learned (VT Public Library Foundation) for discovery bags and kits to explore the outdoors with field guides and binoculars.

She received a \$300 Summer Performer Grant (VT Department of Libraries). She will hire the magician for the end of the Summer Reading Program.

Amy received books from Vermont Reads. Sara says libraries all over the state are discussing and spotlighting migrant farm workers. Amy would like to have a public conversation around this and include a movie night.

Amy and Dave discuss accuracy of the new electronic counter and increase in number of visitors.

At 5:55 p.m., Peggy moves to accept the Librarian's Report and all agree.

Old Business

Peggy says Steve Lorenz's family is taking pictures around the Amherst area of interesting library features to inspire the development of Kate's Corner. A discovery wall will be put in place and there will be a low-key dedication ceremony. Peggy would like it to be in the paper.

Cheryl asks about Bob's appreciation gesture. Dave passes around a mock up of a half page "thank you" in the VT journal. It will run about \$200. Sara suggests the Chester Telegraph as well. Peggy passes a card around for the Board to sign.

New Business

Sustainable Libraries Initiative

Amy briefs the Board on SustainableLibrariesInitiative.org. She gives an overview of the certification process and passes around an informational booklet about the initiative. Amy would like to work with the community to promote sustainability. Among other things, the Initiative looks at food, livable spaces, environmental stewardship, being equitable, equity within the collection, and local ordering. Amy has already begun ordering from McGee (office supplies) in Randolph instead of Amazon. This is a local company with a regular delivery schedule that cuts transportation waste.

One of the first steps is making a sustainability policy. Amy will present one at the next Board meeting. Sara asks if Amy has spoken to the Cavendish Sustainability Committee. She has and mentions how allowing meetings here for Streetscapes, CCCA, etc, can be a part of this. Amy discusses the fast fashion presentation that she viewed and how libraries can help. She presents the idea of a “Mending Club” and the Board enthusiastically discusses the idea. Cheryl reminds the Board that sewing is a multigenerational linking activity.

Dave asks us to evaluate our relationship with the dump and Amy says she hasn't bought any new plastic.

At 6:12 pm., Cheryl is excused.

Quilt Fundraiser

Amy passes around two lovely hand sewn quilts donated by Gloria Leven. The Board discusses fundraising with these quilts for general operations versus specific goal funding. The Board discusses funding kids' books or quilt books. Peggy and Amy suggest celebrating Gloria's 100th birthday at the library with a raffle for the quilts. Peggy has already been in touch with Gloria's family about this and Sara asks to speak to other family members as well.

Any other business to come before the Board

Sara says there will be a drag queen story hour on the Green on June 18th. She thinks Denise Gebroe is sponsoring it and asks if the Library can get involved. Sara also requests the Library's involvement with Juneteenth (which is the following day, June 19th) and recommends a book called *What is Juneteenth?*

Peggy thanks Dave for hanging the clock and the picture, Claire and Amy for filling in for each other, and Amy for her willingness to come in during her time off to meet with people.

The Board discusses inclusion of a book written by a local author on Vietnam and agrees that Amy handles circulation.

Sara asks about fundraising to increase the trust fund and states that it should be general fundraising and would be worth thinking about before the next meeting.

Setting the next Agenda

Fundraising

Sustainability Initiative

At 6:32 p.m., Dave moves to adjourn and all agree.

The **next meeting** will be held on July 5, 2023.

Respectfully submitted by Doughty Strange