LBOT Meeting October 19, 2020

Attendees:  Steve Mantius, Nancy Baker, Bill Cassidy, Gretchen Pyles, Mike Enriquez, Ted Krantz, Amy Lapointe, Liz Larson, Lucienne Foulks

Meeting called to order at 6:38 pm.

Meetings approved.  Motion made by Ted Krantz.  Second by Bill Cassidy.

Director's Report:

Circulation stats looked better this month than Amy expected.  More jumps in children’s circulation since we moved to extended hours.  Children were not as well served by the curbside pickup.  The unique borrower’s number didn’t move as much – but it doesn’t pick up the electronic collection.  Feels like we did a good job serving patrons through the curbside pickup.

Digital circulation is up 30% - not a surprise

Next program for adults is Tues Oct. 27 – Liz Barbour slightly different sign up process that has confused people a little – it is through her own zoom sign up

Trying to schedule a flu clinic – no date yet.  Maybe an easy up tent outside the building- for flu shots

Reader’s advisory in early November Cozy Spooky reads.  It’ll be a zoom for an hour, and they will recommend some titles.

Virtual Halloween program for children on Oct. 28

Adult programs will be coming

Sign vandalism last week.  Police report was filed.  It was paint damage, but it cleaned off easily.

Friends of the Library- They have ordered an additional bookshelf for the ongoing book sale to be placed opposite the current shelf at the entry of the library.  They painted the bathroom in the downstairs children’s room.  Liz requested a shout out thank you for this.

Town Budget Meeting is 10/27 at 2:00 pm.  Zoom meeting.

Town Hall is reopening by appointment soon.

Treasurer's Report:

Question on fines.  People are able to pay fines online, but the library is not sending fine notices.

Cash was going to be moved from cash account to Vanguard.  Finance dept. at Town Hall is reviewing how to proceed with this.

Town Expenses:
We are underspent as expected. Ted asked about the cost of opening an additional hour. Our current hours are as they are not because of cost. Interested in finding an incremental cost per hour. Ted feels it is something we should know. What is considered in this- materials? Salaries? Part time people are working all of their scheduled hours in the building. Full time are still doing some of their hours at home due to having two teams of people working in the building. Steve asked what the plan was to bring everyone back full time. Once the separate teams are no longer necessary, then full time could return. The teams dissolving was near the end of the color-coded system. Steve asked about expanding our open hours. Amy said it is complicated while maintaining separate teams. Gretchen asked about Sunday and Mondays when the library is closed. A few people are in the building, but it is being used as a flex day. Gretchen asked what will cause a change of hours. Amy is hesitant to do this – wants to wait until cases are steady and declining.

Trustee Expenses:

Copier lease is the only place where money was spent

Budget for 2022:

Budgeting for part time hours is little inexact. When employees cover each other’s shift for time off, it doesn’t make it easy to quantify due to different pay rates among staff.

The bottom line is now only a 1% increase which does include step increases for eligible employees but not the COLA.

Electricity is included in this budget. Library has never paid for electricity before (always handled at the Town Hall) so the amount is an estimate based on last year’s bills. Individual utilities are included now in individual building budgets.

Steve feels it is a pretty clean and lean budget.

Steve made a motion to accept first draft of budget. Bill seconded. Approved unanimously.

**Holiday hours calendar:**

Based on prior years. Town personnel policy is 11 paid holidays. Sometimes we are open on Veteran’s Day as a flex day. Steve motioned to accept the schedule. Ted seconded the motion. Unanimously approved.

**Master Plan Survey:**

Town hall asked board to review the survey. Nancy thought we were supposed to review it and provide feedback for content. Some confusion as to the intent of the review. Feedback is that it is too long. Nancy felt several questions were redundant. Lucienne suggested breaking down the survey into categories so that it is easier to consume and higher participation rate could result. Mike Enriquez suggested a table of contents on the survey so that people can go to the areas that they are most interested in answering. Nancy said it isn’t indicated whether or not the results are going to be published. Ted felt like even broken down into sections, it is still too long. Rank order was suggested. General consensus was too much all at once.

Meeting adjourned at 8:02 pm  Lucienne moved; Gretchen seconded. Unanimous