

Grand Isle Free Library Minutes

The December 13, 2021 via Zoom and In-Person

I. The meeting was called to order at 6:01 pm by Karen Allen, Chair, via Zoom

Board Members Present: Karen Allen, Colleen Bushway, Howard DeMars, Glenda Leake and Kate O'Neill

Library Director: Janet Bonneau via Zoom

Community Member(s) Present: None

Amend Agenda for Matters Not Listed:

II. Secretary's Report

Minutes of the October 5, 2021 meeting: Copies of the minutes were available to review. One correction was made by Colleen. Colleen moved to accept the minutes with corrections, Kate seconded the motion. There was no further discussion. The motion passed unanimously with Glenda and Howard abstaining as they were not in attendance at that meeting. Karen will make the edits and provide the approved version for the town website and to members.

Minutes of the November 8, 2021 meeting: Copies of the minutes were available to review. Glenda moved to accept the minutes, Howard seconded the motion. There was no further discussion and the motion passed unanimously.

III. Treasurer's Report

Colleen discussed the Treasurer's Report which had been sent to the board for review and discussion. She noted that all bills were paid. Colleen will call Northfield Savings for the current CD amount. She will also talk to Melissa about the salaries and benefits paid. It was decided in the future to have the Treasurers Report be one month in arrears so that the monthly figures could be completed as the board always meets at the beginning of the month and its impossible to get final monthly amounts.

Glenda moved to accept the treasurer's report, Howard seconded, no further discussion and passed unanimously.

IV. Library Director's Report

Janet presented the Librarian Report dated December 13, 2021, copies of which were sent to the board for review. The report was further explained by Janet. The date for the annual report was changed to December instead of the usual February. This change forced Janet and Colleen to gather data and submit the report earlier than anticipated. It was completed and submitted December 11. The report explained ongoing activities and also the Covid policies and the winter hours which will run from January 4 – March 15. Some programming may need to change to accommodate the winters hours. Changes will be publicized via Front Porch Forum and the Library Facebook site.

V. New Business

a. Winter Hours – Covered in Library Director's Report

b. Howard – Update from the Development Review Board

A childcare provider has expressed interest in the Annex, but the library will still have their current access to the building for storage and whatever. The DRB (Howard) will keep us updated with future plans.

VI. Old Business

a. Finalize 2022-2023 Budget

It was decided that all subs will get the same hourly rate. This will make it easier to calculate the rates for the budget and the library director. Colleen will be paid the sub rate when she is subbing, but will be paid at the Library Director rate when she is acting as Library Director. Karen will send updates on salary and benefits calculations. The board will electronically approve or disapprove the final budget by replying directly to Karen. Karen will then send the final numbers to Colleen who will adjust the Library Submission and forward the budget to the Select board.

b. Policy for unaccompanied minors

Colleen and Glenda worked on the policy which was suggested by Janet from the Bent Northrup Library in Fairfield. The policies were reviewed by their lawyer prior to approval. Colleen and Glenda went over the policies and adapted them to the Grand Isle Free Library. A copy of the final form is submitted. The signature and approval page will be attached.

Karen moved to accept the policy, Howard seconded. There was no further discussion and the motion passed unanimously.

c. Policy for facility use and patron behavior

Changes were made to the policy by Colleen and Glenda. Discussion of the revised policy ensued. Colleen will make the changes.

Karen moved to accept the policy with the discussed revisions, Howard seconded. There was no further discussion and the motion passed unanimously.

The approved policies will be placed in the policy manual for Board signature(s) and dating

d. COVID update – Covered in Library Director's Report

VII. Executive Session –

Not needed as salary and benefits were discussed in the Annual Budget review.

VIII. The motion to adjourn was made by Colleen and seconded by Kate. The meeting was adjourned at 7:22 PM by Karen Allen.

The next board meeting is scheduled for Monday, February 14. The Five Year Plan will be discussed and trustees are tasked with thinking about this and coming up with ideas regarding the future of the library and plans to get the Grand Isle residents more involved.

Respectfully submitted,

Glenda Leake

Secretary

