

Essex Free Library
Board of Trustees Meeting Minutes
Wednesday, October 21st, 2020 at 7:00pm
Via Zoom

Members in Attendance: Bonnie Doble (Chair of the Board), Marie Froeschl, Janet Watts, Mike Yandow, Lorna Swerhone, Joan Janzen, Iris Banks, Caitlin Corless (Library Director)

- The meeting was called to order at 7:07
- The meeting minutes from September's meeting were reviewed. Marie moved that the minutes be accepted, Bonnie seconded. All in favor. Approved.
- Announcements:
 - Bonnie attended some of the virtual Library Trustees Conference workshops. She collected some useful information and suggestions. She reported back that board members should act as ambassadors for the library and work to promote library programs and services throughout the community. The library director and chair should join the Rotary Club to develop connections with businesses. Marketing and branding the library through logos and publications is important; however, branding should also come from the staff and their relationships with the public.
 - Emily Wilmers, who has been a Library Assistant at a Level 4 for two years, has been promoted to an Assistant Librarian at Level 6. Emily recently took on new responsibilities, earned her Vermont Certificate of Public Librarianship, and has started to pursue her Masters in Library and Information Science.
 - Jasmine is putting together an Essex Free Library tent for the Essex trick or treating event that will be taking place on Halloween at the Fairgrounds.
 - Evan will be attending November's meeting.
- Reports
 - Caitlin reviewed Library Director's Report.
- Old Business
 - The board reviewed the Phased Reopening Plan. We have moved from Phase 2 to Phase 3. A Saturday appointment has been added, computer sessions have been changed from 30 minutes to 45 minutes, and an outdoor storytime has been offered throughout the month of October.

- The board reviewed the FYE 2022 Budget. Changes to the budget are covid-related. They include: Technology advancements to provide remote services and online programs (Hoopla and Chromebooks for lending), and an increase in the general supplies budget for paper bags for curbside pickup and additional cleaning supplies.
- The library is not currently accepting boxes of donations; however, we are accepting donations of bestsellers and high in-demand titles. The board suggested that the staff create a list of desired titles.
- Marie motioned that the meeting be adjourned. Janet seconded. All in favor. The meeting was adjourned at 7:51.

The next meeting will take place on Wednesday, November 18th.