

July Library Trustees Meeting – July 16, 2019

Present: Cat Spalding, Linda Boutin, Ann Downing

Guest: Grover Boutin

The meeting came to order at 10:05 AM.

The minutes from the June meeting were approved.

Grover gave an information technology report:

The three computers from Wincycle, each with a keyboard, mouse, and monitor have been delivered to the library. Two have been installed, but are not yet connected to the internet. Viola still has the computer that she uses, which is connected. Some additional items, such as cables, need to be purchased to complete the connection.

The trustees authorized Grover to spend up to \$100 to purchase the necessary items. He will then present a receipt to be reimbursed from the library budget.

Grover brought the receipt for the three computers that the board had previously authorized him to purchase. Cat will present the receipt to Joe MacPherson, the town treasurer, so that Joe can write a check to Grover for \$480 to reimburse him for the cost of the three computers.

Grover also asked the trustees if they would authorize him to do the following:

1. Negotiate with EC Fiber regarding internet access.
2. Discuss with Ray Coffin of All-Access Infotech in Fairlee regarding service maintenance for the library computers.
3. Write up a proposal for a technology plan for the library.

It was noted that the town of West Fairlee uses EC Fiber and it had been suggested to the library trustees by the Selectboard that the library switch to EC Fiber and possibly bundle everything together. The library trustees authorized Grover to negotiate, but not finalize a plan with EC Fiber. He was told that he should first check with the West Fairlee town Selectboard about the town's agreement.

It was also reported that the town uses All-Access Infotech for their computer service, and have been pleased with the service. The library trustees authorized Grover to negotiate, but not finalize (unless he can get free service) a plan with Ray Coffin of All-Access Infotech.

The trustees said that they would be happy to have Grover submit a proposed technology plan for the library. There was no guarantee that the plan would be put into place, but it could provide some ideas.

Grover left after delivering his report and hearing the response from the trustees.

The trustees saw that there was a large wooden LIBRARY sign leaning against a shelf. It was determined that that was a sign that Viola and Delsie were planning to hang up outside the building. The trustees may still consider purchasing an OPEN flag or banner that Viola can hang up outside when the library is open.

Cat has not yet gotten the password for the library website. Also, the trustees have not learned who controls the library facebook page.

The trustees found some fliers for a summer reading program, which according to the flier, had its kick off July 5, 2019. The program is schedule to run Friday afternoons through August 2, 2019. It was not clear to the trustees how the program was advertised or what ages are included. Ann will try to confirm details with Viola.

Linda had talked briefly with the Fairlee librarian, Samantha Hickson, about holding a book discussion group at the library.

The trustees plan to work on policies at their next meeting. Ann had printed out some examples from the Vermont libraries website. Ann will also contact Viola about any existing policies that Viola already follows, such as length of time for a book loan, volunteers, unaccompanied children in the library, etc. Ann will also ask if any policies and/or trustees' minutes are available for viewing at the library.

The next library trustees meeting is scheduled for Tuesday, August 20, 2019 at 10:00 AM in the library.

The meeting adjourned at 11:10 AM.

Respectfully submitted,

Ann I. Downing, secretary