

**Stowe Free Library
Board of Trustees Minutes
October 12th, 2023**

Present: K.Spear, A.Colvato, K.Kaufman, C.Maison-Kastner, B. Mullin, S., Shelby, L.Polk, (Director) and M. Nesselrodt

Absent: S.Calvo

Call to Order: 8:10 a.m.

Minutes: Stand as read

Friends' Report: Loren met with the Friends to talk about ALA program for assessment of patrons re: age, race, gender. The hope is to bring in programs that target a wider range of patrons. The Friends increased the budget for programs. The stamps that Molly made for shirts were sponsored by the Friends. Kelley is developing ideas for fundraisers in Summer 2024 and Winter 2025.

Treasurer's Report: Endowment Fund: \$1,195,364.55, Operating Account: \$26,644.71, Copley: \$32,511.94. Per Endowment Policy: By October 30th we need to let Loren know how much we're going to give the library for this fiscal year. We need to rebalance the account by June 30th, 2024. The Board would like to create a new donor policy. The November meeting will address the Endowment Policy.

Director's Report: Loren spoke with the Current about outdoor space. The Board feels there should be more public awareness of our Cultural Campus and suggested forming a committee with the Current and the Historical Society. Maybe a shared sign: Stowe Free Library, Historical Society and the Current? A final check has been paid from the flood insurance which will be used to purchase books over the next two years. The email on our website is not working and neither is the ILL order form online. Loren created temporary Wix website and will create a new Homepage with pictures, events banner, locations, FAQ, programs and services. Wix is very inexpensive. A Motion was made to make a temporary website until the new town hire designed the new town website. Motion passed. Volunteers are needed Tuesday and Wednesday as well as evening hours.

Old Business: A Motion was made for Brian to remain Treasurer for another year. Motion passed. The Board decided to continue to schedule meetings on Thursdays for the next few months then reassess in January 2024. There was discussion about scheduling a Board retreat. Loren will send out a query as to when this could happen.

New Business: Stowe middle school will be performing *Hello Dolly*, Dec. 7th to 9th. The Library and Friends could set up a table for performance nights.

Staff Report: Librarians had a table at a Stowe Land Trust event to give the community a glimpse at what the library is doing for outreach. The development of a Story Walk. Along the Rec. Path is in the works, hopefully in association with the elementary school. The library is offering home delivery services which has been greatly appreciated. The staff is interested in moving to a 4-day work week with longer hours per day. A letter of support from the Trustees for Union Rep and the Town will be created. Library hours would not change but the librarians would have more time to do back-office work + time on the front desk. The Board will vote on a Motion for a 4-day workweek in November.

Museum Pass Policy: We will strike the last sentence re: proving library card in order to get a pass. We just need a name and can look them up. We will change the sentence re: 1 pass per day, 2 per family per month. The amount of time will change from 48 to 72 hours before passes are returned. Passes are expensive, will be charged replacement value of pass if not returned within 1 week. A Motion was made to approve these changes. Motion passed.

Architecture Plans: Drawings by Sam Schofield show changes in how to use the space but don't actually extend useable space. There was discussion to use the old computer room for a staff room so the community room will be more available to patrons and the public. The computers can be moved to the front room. Other ideas are being discussed.

Respectfully Submitted,
Kim Kaufman