

G.A.R. Memorial Library Trustees Meeting Minutes  
 November 9, 2021, 7:00pm, Remote via Zoom (COVID-19 quarantine)

Present: Fred Chanania, Amy Custance, Corinn Flaherty, Wendy Reed, Tom Salvo, Paula Breger, Sandra Nawrocki, Heather Conner, Laura Collins, Elisa Grammer

Recording Secretary: Amy Custance

Agenda Item	Outcome
Approve Outstanding Minutes	<p>Heather moved to adopt the October 12th minutes and Paula seconded. They were approved unanimously with a roll call vote.</p> <p>Heather moved to adopt the October 26th minutes and Fred seconded. They were also approved unanimously with a roll call vote.</p>
Trustee Vacancy	<p>Sherri Temple Pruyn resigned from the Board of Trustees a couple of weeks ago. Ashley Adams has moved back to town and is interested in completing Sherri's term. We will consider her as well as any others that are interested in the position. When we have decided on a candidate, we will meet with the Select Board in a joint meeting to elect the candidate.</p>
Director's Report	<ul style="list-style-type: none"> <li>a. The Storywalk is being installed now.</li> <li>b. Kay Gove passed away Thursday, November 4th. Fred will work with Corinn on a way the Board can honor her.</li> <li>c. The building was inspected 10/27, all passed, but he found a vent that is allowing water in the attic above the Teen room. Brian has been notified.</li> <li>d. One of our HVAC units is frozen. Brian is working with HVAC company to resolve it.</li> <li>e. There has been more interest in the programs on Zoom because there are no space restrictions.</li> </ul>
Archival and Digitization	<p>Tom was at the meeting concerning the Soldier's Building and told the Board that many people were looking for a place to store historic town items. He suggested that the Trustees could invest in some of the digitization of some of these items.</p> <p>Corinn spoke to an archivist that does consulting and she could assess our collection then give us a plan on how to best address the issue. It would be a 5-7 week turnaround and would cost between 6K-10K. The consultant would also have a workshop with a question-and-answer period that the historic commission and others could attend. Elisa Grammer spoke up about how great it would be to have these items accessible. She explained that they are in a number of locations and need organizing. The Trustees were interested in this but would like to see more proposals. Corinn has calls out to two other consultants and is waiting to hear back.</p> <p>Fred suggested that the Trustees consider renovating the Old Town Hall as an extension of the library where an archive could be housed as well as a space for programming. Corinn mentioned that it is hard to meet programming needs with the current space which is very small. Fred will work on getting an architect to come look at the building and let us know what the renovation would entail.</p>

Performance Evaluation of Library Director	Corinn had a stellar review. In the upcoming year she hopes to execute a strategic plan, get more familiarity with the contracting process, and improve communication with the staff. She plans to start doing Friday memos again and will try to improve marketing efforts.
Electronic Survey	An electronic survey will need to be done early in the strategic planning process. Paula looked into Question Pro which offers free use of their product to non-profits provided they include a line on the website advertising their services. Paula has used it before and said it isn't as user friendly as some but it is robust and has a lot to offer. Fred suggested we all take a portion of the process so one person isn't stuck doing it all. Paula and Heather volunteered to work with Corinn on it.
Next meeting	The next meeting is scheduled for December 14th.
Items Review of Action	<ul style="list-style-type: none"> <li>a. Corinn will get more quotes from archivists.</li> <li>b. Paula and Heather will meet with Corinn about the electronic survey.</li> <li>c. Fred will let everyone know about the architect walk-through.</li> <li>d. Fred and Corinn will work on a way to remember Kay Gove.</li> </ul>

Meeting Adjourned at 8:30pm.  
The Trustees next meeting is scheduled for December 14, 2021.