

Meeting of the Essex Free Library Board of Trustees held on  
April 21<sup>st</sup>, 2021 7:00PM via Zoom

**Attendees:**

Caitlin Corless, Director  
Janet Watts  
Joan Janzen  
Lorna Swenhorne  
Bonnie Doble, Chair  
Iris Banks  
Mike Yandow  
Marie Froeschl (late)

Absent: none

1. Call to Order: Meeting was called at 7:01pm
2. Minutes: Old Meeting Minutes from March were approved at 7:05pm
3. Announcements:
  - 3.1. Bonnie commented to table discussion about the planters until more is known about the future construction of the roof by the handicap entrance.
  - 3.2. Bonnie heard that Evan will be working on plans for separation and will discussing what is going on with Libraries soon.
  - 3.3. If town and village separate, the \$15,000 from Town budget will not need to go to Brownell Library anymore.
4. Librarian's report:
  - 4.1. All statistics are up and interest in Hoopla is gaining.
  - 4.2. Staff morale is up.
  - 4.3. Interviews with Children's librarian position is progressing and tours with a couple of candidates.
  - 4.4. Summer program is up in the air since no Children's librarian position is not hired yet. 1 performer is booked, but working on details with State libraries and CDC guidelines on how this will be booked. Arts and craft ideas may be created to hand out.
  - 4.5. Caitlin has done the Summer Program in the past and could create it if wanted to proceed this summer.
  - 4.6. Caitlin has seen from Burlington Fletcher Free Library a Story-Walk that was created for Burlington at Leddy Park. Would use a picture book to create the story, but would need help creating the sanctions to hold the stories in the woods. Caitlin to provide samples.
  - 4.7. New computers were installed on 4/21/21.
  - 4.8. Construction of sloped roof to start soon and will consist of a solid roof and posts that will allow for a plastic wall to be installed in the winter.

## 5. Old Business

- 5.1. Plant Sale will be held on June 5<sup>th</sup> from (am to 2pm at the Library. No bake sale. Marie will be sending out a sign-up sheet in the 2<sup>nd</sup> wk of May for volunteers. Looking to advertise on Front Porch Forums, Library Newsletter, and Facebook.
- 5.2. Book Sale: All the books are stored at the Tree Farm barn and are in excellent shape. Caitlin to talk to Alli Vile if the book sale could be done at the Tree Farm either inside or outside since all the books and tables are already there. Evan will be asked if acceptable to be done there as well.
- 5.3. Phase 3 Reopening: Still keep library closed to public. Waiting on all staff to be fully vaccinated, and other libraries to start opening up for appointments. If the staff feels comfortable and feel pressure to open, Caitlan suggested reviewing again in a couple of weeks with the board. Marie made a motion that the staff can decide on their own to open and Iris seconded. All agreed, except Bonnie who declined. Possible open for appointments on June 1<sup>st</sup>, as the rest of the town offices will be opening up May 31<sup>st</sup> per Even Tiech.
- 5.4. Logo: More options provided and still waiting on a colored version. A lot of other ideas came forward, but Ben is looking to be paid now that so many options have been asked. Bonnie made a motion to add an additional \$500 to the already budgeted \$500 for a total of \$1000 to be paid for Ben's time in getting the ideas on paper. Marie seconded. All in favor passed. Other suggests were that the logo was a great advertising tool and could be added to cloth bags to be handed out or sold. Bonnie, Marie and Caitlin to now approve the logo once Ben gets back to Caitlin on latest color logo.

## 6. New Business:

- 6.1. Annual Director's Review: Bonnie mentioned that this report is due to the town manager now and will be sending out to the board for their input. Once all the inputs are sent to Bonnie, she will compile and send back for the board's review. This needs to be submitted by Bonnie in the next couple of weeks.
7. Adjournment: Meeting adjourned at 8:05pm.