9/30

Meeting of the Board of Directors

Paul called meeting to order at 6:04
A quorum was present: Paul, Danielle, Laura, Siobhan. Greg was unable to attend.

Paul made a motion to accept the 9/8/26 meeting minutes, Laura seconded it and the meeting minutes were approved.

Directors Report
Madeline reviewed her Directors report. Key points to note include:

- Inventory: We are almost done with completing the first major inventory in some time; teen, picture books, adult nonfiction, biographies, Vermont history are all complete. Adult books and DVDs remain to be done.
- We are able to conduct the inventory with our new program, Apollo, which we have been unable to do with our past system. The last inventory was conducted in 2020 by the previous librarian Cassidy Menard by hand when she put our catalog online for the first time.
- Some of the key features include:
    - System scans every book in the building to track what is accounted for, what is out, what is lost, and what is unexpected.
    - If missing books, and are not tracked as simply “overdue,” they have to be marked as lost if we can not find them physically in the building. We can not track back to who had it last due to privacy settings.
    - If overdue, the lendee gets an overdue notice but it has to be proactively done through the librarian. Librarian is researching how to automate this in the system.
    - Apollo has other functions and capabilities that are designed for larger library systems that we don’t really need.
- Unfortunately the HUD grant is still not resolved - neither affirmatively or denied thus far. We have not received any indication or notices that allow us to proceed to the next level.
- We should hear in October definitively.
- All the programming for October has been scheduled:
    - Halloween giveaways are books and little toys instead of candy
    - We have a broom making session on October 13, a “Besom,” to sweep away bad spirits.
    - Pumpkin carving is October 22 at 3:30
- Vermont Arts Council has a Creative Aging grant. We are looking into applying for a program to fund teaching artists for adults and seniors, and try to tie into First Fridays. Application is due October 12.

New and Ongoing:

- Staffing: Reilly Hadden is now officially onboard as the Library Assistant, they are one course away from completing the Public Librarian certification. They also work with the librarian at So Londonderry library and have a good rapport.
- Small and Rural Libraries Conference in Montgomery Alabama in September
    - Librarian attended conference over 3 days, more than 800 librarians attended from across the country
    - Librarian was chosen as part of a grant program through the Association of Small and Rural Libraries to be a part of a focus group on “Overcoming Obstacles” for solo’ish librarians. The ARSL grant paid for the conference.
    - Focus on libraries from communities of up to 15,000 residents
    - It was a great learning opportunity and a chance to build a network of peers who often need to address similar issues.
    - Met up with 8 Vermont librarians from across the state to get to know one another
    - Attended 4 sessions:
        - Law for Librarians, first amendments issues
        - Onboarding, training for how to onboard new employees, both libraries need this
        - Strategic Planning - message was to keep it simple, no more than 3 objectives, and find specific ways to engage the community in the planning for library
        - Community Engagement methods, strategies to get more engagement. Fun example was a Wish Tree, could be anything! It is a means to ask residents for things they hope to see in community or in library itself. Then they took the ideas and tried to turn them into things the library could manifest. Some examples shared were very specific to their communities, so not always applicable to Jamaica.
            - Session talked about how to identify missing voices - Second home owners, homebound seniors, working parents
            - Key point was to gather input in the ways that work for your community - sometimes that's a survey, sometimes it's a Wish tree, sometimes something else.
- **Attendance**
    - Now that its fall, our attendance has not picked back up, would like to create some proactive communications:
        - Wants to send a colorful 6X9 inch postcard, with new hours, and three things we are doing.
        - 33% of residents as well as seniors don’t have internet wifi in our community.
        - $170 would include 600 post offices boxes and mail routes, for Jamaica and West Townshend. Noted that all the Windham people use the West Townshend post office so we would be able to reach multiple towns to highlight services
        - Key points she might consider promoting:

                - Homeschooling and after school resource, parents are driving by/down to use our library
                - 1000 books before kindergarten, the library delivery service,
                - Make it attractive and suggest people save on refrigerator
            - We may want to consider doing more than 1x year?
                - We could use programming money from the town or the small account at Heritage Family Credit Union that contains leftover funds from previous fundraising campaigns
                - QR code would direct people to the event calendar
            - Would say Save Me on the Fridge! Check our regular monthly schedule etc.
            - Old School style postcard with photo of library
            - We debated when is the best time to send this fall - soon or wait until after the election to not get lost in the heavy political postcard mail
            - There was a discussion about other handouts in the future? Maybe a magnet with our hours & QR code?
        - Librarian also wanted to consider maybe we do a Saturday evening with teen or adult programming
        - Attendance YoY, from July to July, shows 79% increase over last year. Vermont Department of Libraries wants a count of every body.

Strategic Planning:

- Board and librarian were eager to embark on Strategic Planning this fall. Want to set a finish date goal so we can move in an efficient manner.
- Needs to be a board and staff project.
    - Danielle suggested we each write down our personal strengths and experience so we can identify who could help with what parts of the planning
    - Laura suggested we each bring to the next meeting our goals for our strategic plan
    - Madeline has some strategic planning templates and strategies from the Librarian conference and Siobhan has materials and templates she can share
    - Siobhan suggested it be an opportunity for a small short-term “Task Force” of non-board members who might be interested in helping/participating. Could be good tool for community engagement.
- We all agreed to do our “homework” for next meeting.
- Also agreed to possibly create subcommittee of the board to drive the work and report back each month on progress from Strategic planning group

Laura made a motion to adjourn the meeting at 6:50 pm. Danielle seconded and the meeting was adjourned.