



***Alice M. Ward Memorial Library Board of Trustees
Minutes
November 6, 2024***

I. Open Meeting:

The 11/06/2024 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 3:48 pm by Nancy Petro.

II. Attendees:

Nancy Petro, Kathy Smith, Gana Carr, Shellie Bresnahan, Sharon Belleville, Cindy Smythe, Ron King.

III. Approval of Minutes from Previous Meeting:

A motion was made by Sharon to approve the 10/10/2024 minutes with correction, and seconded by Gana. Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

On 10/24, Karen Freeman and Scott Newman from VHCBC visited the library to survey the building related to a grant application to assist further with the funding necessary to realize the proposed project to renovate the carriage house and make some repairs/renovations to the main library building. Part of this survey is to see that the work being done aligns with maintaining the historical integrity of the buildings. During their survey of the buildings, they noted concerns about the dormers at the point where they connect to the roof, and some of the lower clapboards on along the driveway where they meet or come close to the ground. These items will be added to the "to do" list and we will seek contractor advice/estimates.

VII. Budget Review:

October budget and YTD budget reviewed. No issues found. The overall budget is within the planned budget amount. A few specific categories have gone over, phone bill increased- looking at a cheaper phone/fax option, water bill increased- will be adjusted in the 2025 budget, and building repairs went over due to

replacing the water heater, purchasing a water filter, and having carpets professionally cleaned. A motion was made by Shellie and seconded by Kathy to approve the current budget. Passed unanimously.

The 2025 budget was discussed and preliminary figures are being gathered.

Additional grants applied for to reach the renovation goal discussed.

VIII. Policy/Bylaw Review:

None

IX. Library Activity:

Tomorrow, 11/7, there will be a vaccine clinic at the library for Flu and Covid-19 vaccines. Some other vaccines may be available as well, including RSV and PCV20.

The library hosted Pumpkins in the Park again this year. 21 pumpkins were lit up on 10/31 on the library porch. Prizes were given for the funniest, scariest, prettiest and best overall. Prize winners were Fritz and Delia from the homeschool group, and Elliott and Connor from the Canaan school.

Cindy and her husband participated in the trunk-or-treat at Rec Park. 164 candy bags were handed out.

The library participated in the annual CNC scarecrow contest. The Canaan Kindergarten class created the scarecrow, "Pete the Cat", who sat on the porch welcoming patrons. Cindy delivered homemade cookies and treats to the class along with "Pete" when the display was finished.

Go Ask Alice book club was attended by 7 members who had read "The Last One" by Will Dean. Discussion revealed that it was not a favorite of the group.

The playgroup will be held on Fridays from 9:30 to 11:30 am. It is being led by Sara Guyette from NEKCA.

Ron and Cindy made good progress on cleaning and reorganizing the carriage house. Many items that have gone unused were donated to the school and the local church so that they may be used to benefit and entertain youth.

Kaitlin Wood, the school librarian, visited the library with first, fourth and fifth grade students. Cindy read to the first grade and helped the fourth and fifth grade students with selecting books to check out.

Discussed having a tea party to celebrate receipt of the VDH grant. On hold for now as we need to secure all funding before we can move forward with the project.

X. Ongoing/Future Goals:

Continue working on plans and funding for library/carriage house renovations. Cindy has created a project binder to keep all information and documents organized.

XI. Other Business:

Vern Crawford from the Canaan Rec Park committee notified Cindy that they were working along the hill going down to the rec park from the library. They will be removing a few "junk" trees as they clean that area up.

Isaac and Peder are joining the meeting with the selectboard on 11/12/24 via Zoom to talk about and provide updates regarding funding for the carriage house project. Trustees that are able will attend as well.

Cindy has viewed several webinars regarding various aspects of library operation, including one regarding record keeping for the VT Library Capital Grant where she was joined by a couple of the trustees. She also participated in the Essex County Library Directors meeting.

XII. Adjournment:

A motion was made by Kathy and seconded by Shellie to adjourn the 11/06/24 AWML Trustees meeting. Meeting adjourned at 5:26 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 12/4/24 .