

05-11-26

Benson Library Board Notes

- Board members present: Gina Parker - Treasurer, Robin Wilson - Chair, Bonnie Baldwin - Secretary, Annaleigh DeBoover - Board Member, Jaci Lussier - Librarian/Board Member
- 5:31 PM: Meeting called to order by Robin Wilson
- During approval of agenda:
 - Revision: approval of minutes for April 7, May 2, May 4, and May 5
 - Amend the agenda to move public comment before the approval of minutes
- 5:33 PM: Public comment
 - ALA Transforming Communities Grant: offer technical assistance and bolster digital offerings. Tech support for 1-2 hours a week. Benson has \$1,000 to spend. Just needs to find someone to be tech support.
 - Primarily phones and iPads. One-on-Ones with individuals.
 - Need to advertise that this is available. Suggested: townwide mailings.
 - Pay for postcard postage, \$0.65/postcard.
 - The grant will pay for the printing, posting, and postage.
 - Orwell is paying \$50 per session.
 - Have \$1,000 to spend by April 1, 2027
 - Share positive feedback/stories with Orwell
 - Save receipts for Orwell to provide to the grant people
 - Designing a flyer & postcard -> Annaleigh
 - Offer twice a month, Saturdays. Senior luncheon days
 - 10:30 - 11:30 AM, 2nd Monday of every month
 - 10:30 – 11:30 AM, last Saturday of the month
 - Gina to look into the cost of the printing and postage for townwide mailings
 - Postcards 1 time, then reminders through the Benson Bulletin, and reminders on Benson Blabber
- 5:57 PM: Approval of minutes
- 06:04 PM: Redelegation of Library Board Roles/Offices
 - Gina Parker to continue as treasurer
 - Bonnie Baldwin is the secretary
 - Delegates minutes to Annaleigh
 - Gina made motion for Bonnie to continue as secretary
 - Motion seconded by Jaci
 - Robin Wilson to continue as chair
 - Motion made by Gina to allow Robin to continue as chair
 - Motion seconded by Annaleigh

- Robin made the motion for Gina to continue as treasurer
 - Bonnie seconded the motion
- 06:09 PM: Librarian's Report
 - Correspondence from the Vermont Public Library about hosting Bio Blitzes
 - Attach to minutes
 - Jaci finished ordering books. Receipts were handed to Gina.
 - Gina starts transferring items to the new invoice system to streamline processes.
 - Need new antivirus software for the two library computers. The current one has expired. Jaci spoke with Heidi about using the same software that the town uses. Gina to follow up with Heidi on this and investigate options. Alternatively, can use the town Staples account to purchase a single Norton software license for the library to use.
- 06:24 PM: Treasurer's Report
 - \$50 donation for the seed library
 - Total income for the month is \$50
 - \$2,100 to last until June 30th
 - Discussion around MERP money
 - Reviewed events and project list for the year. The seed project has \$407.21 remaining for the year.
 - Lakeside News sent a \$35 bill for librarian advertising. Robin motioned for Gina to dispute the bill since they had never communicated that they received an advertisement request. No communication around when the advertisement was posted. Bonnie seconded the motion.
- 06:33 PM: Old Business
 - Hiring New Librarian
 - Annaleigh motion to move to Executive Session for personnel matters. Bonnie seconds the motion.
 - Exiting executive session at 06:51 PM. Motion made by Bonnie to offer the librarian position to Martha Silver. Annaleigh seconded the motion.
 - Plan for Librarian Orientation with Jaci: June 2nd. Bonnie will be providing Martha with Jaci's contact information.
 - Finalize Planning Seed Library Event: no action items for board members. The seed library group is self-sufficient and has reviewed plans with Jaci.
 - Finalize planning event with Anthony Ryan for Sunday 21st.
 - The library board is responsible for refreshments
 - Bonnie to bring coffee.
 - Gina will bring juice packs.
 - Ask Stewart's and Dunkin' Donuts for donations – Bonnie

- Robin makes a motion to spend no more than \$75 on pencils, notebooks, juice packs, and any other materials. Bonnie seconded the motion.
 - Neighbor to Neighbor event with the Green Mountain Boys. Move to August to work with Phil's schedule.
 - Summer Reading Program: Have children complete a book review for every book read. These reviews are the tickets. Then get a prize. Use the librarian's discretion to hand out extra tickets as needed. Need to discuss with the new librarian. Robin made a motion to table this topic. Gina seconded.
 - Blind Date with a Book (Sue Fletcher): discussed during the treasurer's report. The program is going well and can continue.
 - Tech Grant: discussed during public comment.
 - Printer: Jaci fixed it.
- 07:13 PM: New Business
 - Bonnie and Robin took a field trip to Middlebury to see the Adirondack chairs on Route 7. They are \$350 a piece. Exploring 3 chairs for the library. A couple has offered to purchase a chair. Another person has offered to purchase a chair. The board would need to purchase one additional chair.
 - Chairs would be engraved with Benson Public Library.
 - Robin discussed putting in earth anchors and a coated cable.
 - Robin discussed with the individual who mows the lawn to ensure that he would be willing to move the chairs.
 - They are not stackable. They are all-weather and come with a lifetime guarantee. Could be left outside in the winter.
 - No charge for delivery. Purchase three different colors. Blue, red, and sage green.
 - Robin to follow up with Heidi so individuals donating can get documentation for tax exemptions.
 - Annaleigh motioned to use \$350 of grant money to purchase an Adirondack chair. Bonnie seconds the motion.
 - Robin wants to add a banner that says 'Love Your Library'. Then, starting June 2nd, the new librarian would start putting out an open flag. Put another flag on the other side that says 'Read More Books'. Robin to continue researching to determine costs.
- 07:29 PM: Time and Date for Next Meeting: June 8th 5:30 pm
- 07:30 PM: Adjourn: Robin makes motion to adjourn meeting. Gina seconds.