

**Paul Pratt Memorial Library Board of Trustees**  
**July 14, 2021**  
**Virtual Meeting via Zoom, 6:00 pm.**

Present: Catherine Harvey (Chair), Carolyn Coffey, Stephen Brown, Marylou Lawrence, Brooke Jewell, Sarah Pease, Meaghan James (Director), Barbara Wipf (CLT Chair)

Meeting called to order, 6:03 pm

1. Minutes
  - a. The June 16, 2021 minutes were moved, voted, and approved unanimously.
2. Director's Report (James)
  - a. Meaghan shared current circulation statistics weighed against previous years for the month of June. As expected, circulation dropped dramatically in June 2020 as compared to June 2019. For the month of June 2021, materials circulation has rebounded to near pre-COVID levels, with the exception of DVDs, with their circulation running at less than half of the 2019 statistics. In addition, approximately 1400 more patrons visited the library this June than did in May.
  - b. The Summer Reading programs are in full swing and have been very popular. To date, there have been four large programs that have attracted 310 attendees. The programs are being held under the large tent in the field off of the lower parking lot. In addition, Monday Story Times are averaging 60 attendees. Meaghan has ordered a banner to go on top of the tent to publicize the fact that it is a library programming venue.
  - c. The library and the Rec. Department are collaborating on the use of the shared space off of the Children's Room. Dubbed "The West Wing", the space will be used by both departments and a calendar is being created where programs can be booked, and the space will be reserved for the appropriate department.
  - d. Meaghan would like to apply for a CPC grant to improve the outdoor spaces, in order to enhance the look of the library and create additional areas for programming and patron use. She would like to meet with the Building Committee to discuss options and ideas. The Trustees were supportive of the plan. Carolyn mentioned that a site plan had been drawn up 12-15 years ago by Stantec that might be helpful, if it can be located. It was also mentioned that community members might be willing to assist with the project, including the Boy Scouts. Steve said he would mention the idea to Dick Avery, who works with the Eagle Scouts.
  - e. There will be a soft opening of the Meeting and Historical Rooms, beginning on August 1. Patrons will be able to book the rooms, as long as they adhere to current policies and guidelines.
  - f. Meaghan attended the ALA online conference and spoke at the Old Goats virtual meeting. She also served on the interview panel for the Assistant Recreation Director position and visited the gallery that will be framing the restored historical map, to choose the frame materials.
  - g. Steve asked about the response to the Pride Month flags from the community. Meaghan stated that she received approximately 6-7 negative calls about the display, and attempted to engage the callers in a dialogue, but was not very successful. The Trustees reported that they had only received positive feedback about the display from the public.

3. Financial Report/Bills Payable (Nelson)
  - a. Both the June B and July 14 warrants were voted and approved unanimously.
4. Chair's Report (Harvey)
  - a. Catherine asked about the current committees that are active within the Board. At this time, there is only the Building Committee, comprised of Carolyn, Elaine, and Catherine H., and the Strategic Plan Committee, whose only Board member is currently Catherine O. Steve and Brooke mentioned that they would like to participate, and it will be discussed further at the next meeting when Catherine O. is present.
5. CLT Report (Coffey)
  - a. Barbara Wipf gave an overview of the performance and makeup of the current portfolio. It has been realizing a 3% return, which meets the benchmark goals.
  - b. Carolyn mentioned that there are a few names that need to be added to the donor plaque in the front hallway and she asked the Trustees to think about how to increase development through planned giving, estate bequests, fundraising goals, or some other mechanism to boost the endowment balance.
6. Friends Report (Harvey)
  - a. The Friends are suffering from a loss of members, for various reasons. Catherine asked the Trustees to consider asking their acquaintances to join the group. Brooke mentioned that some members of her book group might be interested.
7. Other
  - a. There were no other topics to discuss.

The meeting was adjourned at 6:52 pm

Documents:

Minutes of the June 16, 2021 Trustees Meeting  
Library Director's Report – 7/14/2021  
July 14, 2021 Accounting Report  
FY21 June B Warrant  
Library Trustees Authorization for Payment – 06/30/2021  
June B FY21 Financial Report  
FY22 July 14, 2021 Warrant  
Library Trustees Authorization for Payment – 07/14/2021  
July FY22 Financial Report  
FY21 Deposits to Treasurer – Fines & Fees etc.  
FY21 Deposits to Gift Account