

R.K. Kittay Library
Trustee Meeting Minutes - Draft
June 17, 2024

Members Present: Arlene Horn, Judy Zinn, Anniken Davenport, Erica Shott, Sarah Porter, and Director Stephen Niles

Members Absent: Jean Nardi

Call to order at 7:00 pm by Judy Zinn

Public Comments: None

Approve Minutes – Approve minutes from May 2024. Anniken so moved, Arlene second. No further discussion. Motion carried.

Financial Report and approval: Erica submitted May financials. No questions. Motion to approve – moved by Anniken second by Arlene, no further discussion motion carried.

Directors Report:
Ongoing:

Continuing with relabeling J FIC along with rearranging to make it flow better for patrons. Wildlife Tales with the Southern Vermont Natural History Museum went very nicely, although we started half an hour late due to waiting on attendees. 11 attended.

Received notification that we have been awarded a CLiF (Children’s Literacy Foundation) grant this year. The grant provides the library with \$2000 to purchase children’s books to be chosen by the librarian and \$500 for Mettowee Community School library to purchase children’s books. Included are also two author events, one at school one at the library. This is a great opportunity to build our collection and encourage children to come to the library.

Upcoming

July 3rd @ 11am is the Pollinators program with Jerry Schneider. There will be a craft that attendees can either bring their own plain t-shirt to decorate or buy one from Jerry for \$4 each.

Vikings on August 3rd. This program basically brings a recreated Viking village to the library, where children and others can learn about Viking culture.

Other

I am working on updating our Collection Development and Circulation policies to keep in line with the S. 220/Act 150.

A draft circulation policy was presented to the Board of Trustees. This change was needed because of a recent change to state law that becomes effective on July 1, 2024.

Circulation Policy

R. K. Kittay Public Library 06/2024

Library Accounts

Who can have a library card -

All residents of Rupert and the surrounding communities are eligible to join the R. K. Kittay Public Library (RKKPL) free of charge. Our patron type (ADULT or CHILD) is determined by Vermont S. 220/Act 150.

What is needed to get a library card -

We will need the following information to issue a card: Name

Address (mailing) Phone Number

Email (newsletter) Parent/Guardian Name

Material Circulation

What can be checked out, and for how long -

Books - 14 days

Audiobooks - 14 days

DVDs - 14 days

SnowShoes - 7 days

Cribbage Boards - 7 days

Yard Games - 7 days

Park & Museum Passes - 3 days (late fees will apply)

Late Fees -

We do not charge traditional late fees on materials with the exception of Park & Museum Passes, Kindle books and Chromebooks (\$5/day each day they're late). However, being chronically late with items without contacting the library to renew could result in the restriction of how many items you can check out. This is reviewed on a case-by-case basis and is at the Library Directors discretion. If the patron has any questions or objections, please contact the Library Director.

Damaged/Lost Materials -

If a patron damages or loses library materials they are responsible for reimbursing or replacing the item(s). If the patron chooses to replace the item it must be of like kind/comparable. Books must be replaced in the same style as the damaged/lost book (hardcover for hardcover, etc). If the patron chooses to reimburse they will be charged for the current price of the item. If the patron has any questions or objections, please contact the Library Director.

Library Director Email: rupertkittaylibrary@gmail.com **Policy Approved by the Board - 06/17/2024**

Agenda

Old Business:

Goals Committee – update – update painting going forward – Sarah also contacting carpet tile guy in order to replace current worn out carpet with easily cleaned and repairable carpet tile floor covering

Golf Tournament – feedback/comments – went well.

Wildlife Tales Program – feedback/comments – see director's report

6th Grade Library Award – last Tuesday two winners Oliver Madsen and Viva MacCloud both of Mettowee Community School. The award goes to the two students who best exemplify the love of reading.

New Business

Policies – The Board discussed the need for several new policies – in addition to circulation policy approved above.

Anniken brought up possibility we will have to record meetings and post then pursuant to a recently passed change to Vermont's open meeting law. Anniken will work on gathering policy and details. We will have to begin recording meetings starting with the next meeting on July 15 as that's after the July 1, 2024 effective date.

Anniken brought up the need for a policy on paying director for extra hours worked – First step is job description – Anniken will also work on that, including working with the director to come up with a job description that clearly defines the position and then on a policy that sets out how to compensate the director for work requested and performed beyond the job description.

Anniken reminded Board trustees that all emails, documents and other correspondence is subject to Vermont's Public records law and suggested that when we respond or send emails on library business, we include the disclosure language below.

Disclosure: This email message, along with any response or reply, is considered a public record and is subject to disclosure under the Vermont Public Records Law 1.V.S.A §§ 315-320.

Old Home Days - Weekend of August 10 – theme is old fashioned advertisements. Library will be open.

Thank You Notes – completed for golf tournament

Next Meeting – July 15, 2024

Adjourn. 8:03 by Judy Zinn.

Submitted by Anniken Davenport