

## Robertson Memorial Library Trustees Meeting Minutes, August 2, 2021

Present: Karin Parks, Cornelia Reid, Richard DiMatteo, Carolyn Asbury

Minutes recorded by Carolyn Asbury. Meeting came to order at 5:00pm.

1. Reviewed draft of Library Director's job description as written by Don Jacobs, the town consultant. Carolyn explained that the town had hired Don to help create job description for all town employees so that they are consistent in format and accurate as to requirements, qualifications, responsibility level, etc. We found the proposed version of the Director's description to be repetitive and too detailed but were glad that the current job description was incorporated. We will ask that Don remove or move the first full paragraph on page four. We also will ask that reference to PRES be deleted.
2. We remarked that Karin's review for 2020 was postponed because of COVID. We scheduled her review for Tuesday, August 17 at 4:00 at the library.
3. Karin told us that Ginny Rockwood asked to do a book making workshop or series of workshops through the library. The workshop will most likely be a series of four. We will fund the workshop by paying Ginny \$400 from our Lig/Mig account. This concept, of local artists offering workshops through the library, is an idea that Karin will be pursuing with other Leyden artists. The BoT is enthusiastic about this possibility.
4. Karin told us the Rec Committee is thinking about doing an Old Homes Day at the ball field (I think). Did the Library want to contribute in some way? We thought about having a book swap or book sale with the books that towns people want to donate to us (the library does not take donation currently). We thought it might help our towns people clear their shelves of unwanted books.
5. Karin gave us a summer reading program report. 84 kids from Bernardston and Leyden have participated to differing degrees. The theme this summer is animals. Karen arranged for three field trips to local farms. They were all well attended by kids ages 4 to 14. 12 came to Peterson's, 9 to Dry Brook Farm, and 18 to Breezee Knoll. Karin has put in a lot of hours outside of her paid time. She did not say that, but we could tell by the hours she has spent accompanying the kids to farms and planning the trips. She is arranging and hosting an end of summer party in take place next week. We will appropriate \$500 to cover the cost of materials and unpaid hours for the summer reading program.
6. Library Web Page: we want an interactive web page where people can click on a donate button and give the library money. We would like a web page that we can update with events. We want to link to our web page from the town site and our fb page and vice versa. We need to talk with the selectboard about how to make this happen. We did not designate who will do that.
7. August 7 will be the first Saturday that the library is open since the start of the pandemic. Karin will cover the hours. Michele Higgins will do it the following week.
8. The trustees decided to resume meeting bi-monthly. Our next meeting is the first Monday in October at 6:00 pm. Carolyn will ask Gilda to post on the town website. Karin will put a sign on the library door at least a week in advance.
9. Meeting adjourned 6:18pm