

# Franklin Grand Isle Bookmobile Board of Directors Meeting

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September 21,, 2020 6:30 pm via phone conference

**Present:** Tim Smith, Chair; Deb Grennon, Vice Chair; Eric Peterson, Secretary / Treasurer; Meg Marshall; Bethany Remmers; Tami Dodge; Heather Moore; Loona Brogan, Director; Hadley Priebe, Marketing Director

**Not Present:**

SET THE NEXT MONTH'S BOARD MEETING TIME, post online: clarify deadline for materials provided to the Executive Committee to consider in their meetings, Please have all reports to Loona by October 14th so there is time to put the pacts together Remider at Executive Committee

Zoom board meeting portrait (Hadley is in charge)

## **Secretary's Report**

- **Motion to approve minutes Bethany**
- **Seconded Deb**
- **Approved with correction unanimously**

## **Treasurer's Report**

- Eric get income expense report from last fiscal year for board
- Expenses since July 15 to September 15 sent out
- Bethany presented proposed budget
- Hoping that staff can spend within the confines of the budget and not have to come to the board constantly
- Hoping to approve by October
- Claim filed for storage unit - over \$2,000

## **Tami shares the Professional Development with YMCA**

- Y's Time does professional development through
- Offering a trauma informed practice for childcare providers
- Loona looking for trauma informed literacy practices and trauma informed early literacy practices
- Looking to use some of the Children's Trust Fund money to sponsor some of these trainings
- Northern lights has training that fit with this
- Deb suggested using money to sponsor scholarships or by books from the list for the training

- Budget of \$1,000 for books for participants in the training
- Loona will start looking for books, Deb and Tammy will provide lists
- Bethany moved that
- Deb seconded the motion
- Passed unanimously

### Hadley's report

- Van: Quote attached, estimate approved,
- Quote of \$2820 for the wrap
- **Bethany made a motion to approve the minor changes in the design to make it workable**
- **Seconded Heather**
- **Passed unanimously**
- Waiting on Midas diagnosis and repair Midas does not have the diagnostic equipment
- It is going to Charlebois next week for diagnostics on the electronics
- Appeal mailing: postage costs, still working on quotes
- T-shirt/Book-It 5k update, stalled due to no funds on debit card at printers, can get this week
  - Will have final numbers on fundraising for Executive Committee
- Storytime and social media updates
  - Time consuming, scaling back to every other due to production time it takes
- Public Relations Readiness (Urgent Public Relations Readiness, attached)
  - What do we do if we have a PR crisis we need to deal with
  - Hadley looking to create a committee to draft this
  - Maybe use Executive Committee as the working group
  - Insurance claim, Hadley filed claim last week
  - Has not heard back from claim's adjuster yet, she will call on Wednesday
    - We never did property insurance on our insurance, so we will not be getting anything
- Americorps tasks: developing content/stories/narratives, outreach/donor Hadley putting stuff together for them around development, fundraising assistance
- Advertisers/sponsors: questions, updates

### Loona's Updates

- Americorps Member: 30 hours/week
  - October to June at no extra cost to us
  - help with Grant data research and narrative drafts, outreach to childcare providers, Storytime production, outreach to library partners, Little Free Libraries
  - October 14 to end of May - Lauren Walsh will be our volunteer
  - We are paying for a halftime position, but getting her for 30 hours

- Swanton Arts Council will be taking over the planning grant
- Book deliveries: permission received Monday to finish purchasing materials and
  - complete deliveries (will collaborate with FNESU/LEAPS program for smoothest possible finish) wrapping up
    - Will be getting report on the program soon as it wraps up
- Grant updates (CLiF, Lisa Libraries, WK Kellogg Foundation)
- Purchases/productivity further delayed due to finance issues/bills not getting paid
- Bookmobile update: What's been done, how long it's taken, what is left to be done, cost review to date
- Encouraged people to sign up for for the Trustees and Friends Conference
  - Hadely is signed up - <https://libraries.vermont.gov/2020TFC>
  
- Loona will take Bookmobile back to Swanton to take to Milton
- Tim will get property insurance quote
- Taxes - should be resolved by next pay period - Eric
- Loona will pay for T-shirts tomorrow, Deb will pick them up
- Hadely needs FY 2019 financial reports
- Hadely will be moving forward emergency communication plan
- Tammy and Deb working on Bibliography
- Loona and Deb will connect
  
- Can we offer training through Northern Lights? Perhaps the Americorp person could help with this
  - Maybe February or March
  - Would be done virtually
  
- **Motion to adjourn Bethany**
  - **Second Meg**
  - **Approved unanimously**

Next Meeting, Monday, October 19 at 6:30