

Lowell Library Trustees
Meeting Notes
April 11, 2023

Trustees Present: Faye Starr, Katherine Pion, Carol Koob (via phone), Jenn Higgins, Librarian Nancy Allen was also present

Review from last meeting:

1. Nancy has had over 15 patrons provide their contact information for library cards! There have been several folks, with and without children, come and enjoy the library, especially on **Saturdays**. Nancy will continue to ask visitors to provide their contact info so we have a list of all members and they can borrow books with their card number.
2. We reviewed our available funds, and actually have **\$14,676.55** available as of 4/11/23. This includes the "carry over" and current year's funds.
3. Faye has not reached the Lowell Tech person to discuss computer options - he has had COVID. Faye will continue to try to meet with him.
4. Katherine still wants to do a mural for the children's area with her friend, but they don't have a design ready for us to review yet.

New business:

1. We agreed to keep the Tuesday hours the same and increase the library hours on Saturdays beginning this week! Katherine will make a sign to post, we will ask Christy to change the website: **New Library Hours: Tuesdays: 4 - 6 PM, Saturdays: 10 AM - 2 PM**
2. The library in Hyde Park, has many programs/activities in place to generate community interest and support in their library. Amy Olson, the librarian there (Lowell resident) has offered to have us visit that library or come to the Trustees' meeting to give us a chance to gain information and guidance. For our next meeting, trustees will generate a list of questions for Amy to share, so we can schedule her to be a guest at an upcoming Trustee meeting.
3. Report from Nancy: She is continuing to go through and organize books and has made lots of progress. She's been thinking about the tasks she as librarian is responsible for, and will share her thoughts with the trustees at our next meeting so we can generate and agree on a formal **Job Description for our Lowell Librarian**.

4. There have been several donations from patrons - We want to thank folks in the community for their support! Nancy will keep track of donors and ensure funds are added to the library budget by the Town Treasurer.
5. Discussed what reference- and Vermont- books should be able to be borrowed vs. housed only in library - do we want to risk losing them? Trustees decided that most fiction and non-fiction books can and should be borrowable, but the librarian can decide that rare/old/valuable books should be kept for library use only. (Trustees are happy to help decide at meetings if Nancy has specific questions).
6. Supplies: The library needs a clock, date stamp and fold-up table for children's projects/activities. Trustees agreed that Nancy can order what she needs. Faye will develop a spread sheet to keep track of orders and the costs, similar to the one used for book purchases. Nancy can bring these to Trustee meetings so we are all up to date with expenditures/budget.
7. Trustees are unsure of our terms - we think:
Carol: 5 years Faye: thru 2026
Katherine: 3 years Brandie and Jenn: 2 years
We also are uncertain of the actual name of library - Lowell Town Library?
Lowell Public Library? Lowell Community Library?

We need clarification from the Town Clerk!

Next Meeting: April 26, 2023 at 5:30 in the Library

Please bring questions/topics for Amy Olson to discuss, info on computer, mural, ideas for Librarian Job Description, purchase information/cost for Library Cards.

Thanks everyone...