

## Appleton Library Board of Directors meeting

August 12, 2020, Meeting called to order at 4:30 pm

Attendees: Margaret Wilson (chair), Tina Casteris (minutes), Danielle Gould, Catherine O'Connor, Julie Sells, Diane Schivera, Patti Chapman

### I. Minutes from July Meeting

Margaret moved to approve July minutes, Danielle seconded, minutes approved

### II. Treasurer's Report

We got the allotment from the town, not much else is changed.

### III. Coordinator's Report

Low participation in the Reading Program, one remote person, Julie to email last year's participants.

Kate's video reading a book is proving very popular. Catherine may do a reading of her new book!

### IV. Action Between Meetings- Reopening

Last Saturday the books and puzzles were set up in the meeting room, we opened 10-1, and we had one patron. Hopefully the word will get out and more people will come.

### V. Old Business

#### 1. Fundraiser-Appeal Letter

a. Draft Letter (Margaret and Tina) - The draft is coming along, we still have time for revisions before our planned launch of late September. Margaret distributed a draft for review. Danielle got the labels from the town. Julie got us a return address stamp. We have 500 envelopes, need to get some more.

b. Bulk Mailing (Jessica) - still waiting to hear back about bulk mailing rate. Margaret will check with Debbie Kieran who is on the C of C. Danielle will check to see what the town has done. Jess will ask the PO what the regular non-profit bulk mailing rate would be.

c. Timeline - Print letter in September, have volunteers start stamping envelopes. In September we will organize the Trustees to write a personalized note on each one.

#### 3. Returnables

a. Ongoing

b. Help from volunteers? - Need help from someone with a truck to bring them to BGS.

#### 4. Other fundraisers

a. Plant Sale cancelled - not enough participation. Zoe Beckett is still interested in doing it at some point.

b. Fiber Sale in Fall? - Penelope expressed concerns about too many people touching yarns. We will quarantine the materials beforehand, limit touching, and enforce hand washing. Plan for November?

#### VI. New Business

1. Library Coordinator Position - Unfortunately Julie will be leaving the position. She has a list of duties and who has been trained in each. End date is flexible. We should look at dividing some of the tasks out to volunteers. Julie and Patti to continue to organize the tasks and bring to the staff meeting.

a. Advertising - MSL List Serve, Free Press. Starting salary \$15/hr. Town website? Facebook group - Core of Appleton - Danielle to check.

b. Interviewing - Guidelines from MSL? Past experience, we have past interview questions. Interview committee would consist of board members, staff, community members if interested.

c. Training - Concerns about in-person training. Julie could help train.

#### VII. Items for next Meeting

5:00 - 6:30 on Sept. 16th will be in person.

Patti moved to adjourn, Tina seconded, meeting adjourned at 5:35.