

**Lowell Community Library Trustees**  
**Meeting Notes**  
**May 23, 2023**

Trustees/Librarian Present: Nancy Allen, Carol Koob, Brandie Cochran, Katherine Pion, Jenn Higgins

1. Report from Nancy:

Nancy shared her vast experience with the trustees, both professional and personal. When Nancy was offered this job she was very excited to accept and work toward making the Lowell Community Library the best it can be!

2. Nancy would like to send a notice home with all Lowell Students with information for families to register for a **Summer Reading Group/Event** at the library. The group would be on Tuesdays 2:30 - 3:30, possibly starting 6/20/23 and run for 8 weeks. Students could read 2 books/week, chart their progress, and we will offer participants a free Creamee at Cajuns at the end of the sessions!

Specifics to do:

-Katherine drafted a flyer and a Creamee punch card. (available in our shared Google folder that Katherine set up)!

-Nancy will find out the school's summer program hours/weeks, so we can coordinate our Reading Event with the school.

-Check with Jason or Amanda at Cajuns about setting up the prize creamees.

Trustees approved extending the Librarian's hours by 2, to be able to plan for and staff this 8-week program.

3. CLIF (Children's Literacy Foundation): Nancy contacted CLIF to see if we could offer a group reading event/story hour, which would include distribution of free books for participants. We would need to guarantee at least 25 kids, potentially age 6-12, who would be present. Discussion of when this may happen - summer or later, and trustees decided to run with our local summer reading club first and look into asking CLIF to come at a later time.

4. The computer is in. The Rand Computer Access Policy will be attached to these notes for Trustee review, we need to approve a Policy prior to offering computer access to the community. We will address this at our next meeting.

5. The phone line will be installed 5/25. The library phone # is **802-744-2317!** We may need to purchase a more modern phone than the one currently in the library (mobile perhaps?). We will be able to have a greeting with hours, receive messages, etc.

6. Additions and Deletions:

- Lowell Book Club for adults with light refreshments - possible time/days were discussed, we will re-visit this.
- Library Cards - Amazon seems least expensive at \$27/200, Nancy will look into this
- Bookmarks with our Library hours - Brandie will look for ideas/printing
- Debbie Manning has offered to build a wooden tree/bookshelf (for children's section) that could be decorated for the changing seasons. She would charge the library for materials but not labor. We will revisit this offer soon.
- Physical space of Library - Nancy would like to re-arrange where some stacks are for more open access and display. This will require some muscle, and we will discuss possible "work sessions" in the future.
- Inventory and Catalogue of our books - Nancy is continuing to re-organize, list, and document what books we have. To have an adequate card catalogue, we need book titles, ISBN numbers, publishing dates, author/editor, and genre information. Ideally this could be transferred to the computer too so we can move toward a more modern system. Carol will look into accessing ISBN info and report at our next meeting. We will likely need to schedule some "work sessions" to compile all of this information as well.
- Carol will research E-book access with the Irasburg Library and let us know how we may access this VT. Library service.

7. Trustees discussed possible roles for our group, and voted to accept the following:

Chair: Carol Koob

Vice-Chair: Katherine Pion

Secretary: Jenn Higgins

Treasurer: Faye Starr (pending her acceptance)

Notes respectfully submitted by Jenn Higgins

Next meeting date: June 6, 2023, 5:30, Lowell Community Library