

Westport Public Library Board
Minutes
Tuesday, October 3, 2023 @ 2:00 PM
Meeting held at Library

Present: Jamie Chapman (phone), Chairperson; Trevor Hayes, Chair, Finance Committee; Janet Skinner, Secretary; Board members: Jane Crozier, Peggi Warner-Lalonde; Marty Crapper, Village of Westport rep; Louise Taillon, FoWL, Pam Stuffles, Librarian

Comments are Not Verbatim

1. Call to Order and Declaration of Quorum by Trevor Hayes

2. Additions and Approval of Agenda

Moved by Heather Huth and seconded by Marty Crapper that the amended minutes be approved.

Carried

3. Approval of WPL Board Minutes from September 12, 2023:

3.1 Amendments to Minutes

Moved by Marty Crapper and seconded by Jane Crozier that the amended WPL Board meeting minutes be approved.

Carried

4. Reports:

4.1 Librarian, Pam Stuffles

- Pam is feeling well and will have a meeting with the surgeon on Wednesday.
- Public Library Operating Grant was submitted with help from Jane Crozier on Thursday
- Capital Expenses Report done
- Small Libraries Meeting on Wednesday (remote)
- October 18th is the official retirement for Peggy Malcolm. Pam is going with Vicki.
- Pam attended the OLS Super Conference. Will get list of links to conference recordings
- Peggi asked if Pam feels she has enough support. Yes, it's going well and Pam doesn't want volunteers to feel they are just sitting around. It is especially good with moving large print books and when replacing books on shelves.
- Gillian is coming Thursday before our Christmas market to put up the tree
- Pam: invited us to create sunflowers . wall art . in children's room

4.2 Chair of Finance Committee, Trevor Hayes

- Need Meeting between Trevor, Marty and Joe regarding budget
- Trevor: Good to give Council credit for all that they actually do for the WPL financially
- Marty: Need to get WPL needs articulated clearly in order to get funding from Council
- Jamie: Want to see greater transparency to get our fair share of what's available.
- Janet has provided contact information and background documents to Trevor and to Dave Moore so that they can negotiate transfer of funds. Trevor will contact Dave.

4.3 FoWL, Louise Taillon

- The Christmas sale at the WPL will be on November 24 & 25. Media advertising has started.
- Marty: Westport Arts Council (WAC) would like to have some readings around Christmas Market time. He will send email after talking with Robin.

5. Items for Discussion

5.1 Update on Strategic Planning session

- Marty received both Peggy's report and Trevor's summary.
- Pam not there and needs update. Peggi suggested 2 people to balance perspectives. Need to incorporate Pam's ideas. Marty and Peggi will meet with Pam. Heather also absent and would like to attend update.
- Next steps, prioritize and put in place a Strategic Planning Working Group – 3 to 4 people.

Moved by Trevor Hayes and seconded by Jamie Chapman that the WPL Strategic Planning Working Group include Jamie Chapman (lead), Marty Crapper, Peggi Warner-Lalonde and Pam Stuffles.

Carried

5.2 Update on Trillium proposal, Marty Crapper

- OTF is for non-fixed assets. The application process is long and a lot of work
- Need conversation with Trevor regarding the fit with other plans.
- Jamie and Pam have discussed furniture and will talk with supplier (Mike) for estimates as we need quotes.

- Pam needs to be involved, in considering accessibility (re downstairs) and the potential for having movable shelving for some sale books upstairs.
- Trillium allows up to 24 months for completion
- It's best that this is a collaborative strategy but part of our Strategic Plan.
- There are several suggestions about used book sales (used book store, accessible space, movable trollies, somewhere outside library etc) Question: Could renting a space be less expensive than building alteration?

Decision: Marty will check the possibility of hiring Peggy after retirement on a 6 month contract as advisor/consultant to do a "Facilities Plan".

Moved by Peggi and seconded by Marty to add Pam to the Trillium Grant planning group.

Carried

5.3 Update on Village 10 year capital projects and amortization plan

- Marty: There is nothing to offer on this.

5.4 Update on Library computer(s)

- The computer donated by Trevor is updated and still work to do. Pam might get some help from Scott on Friday morning.

5.5 Internal WPL Board communications

- There has been a problem with emails associated with G mail being "stuck" in WTC.
- Marty will check with Council the possibility of their Microsoft 365 being used by the Board.
- Louise is a trainer on that system.

6. Other Business

6.1 Heather Huth

- Reminder to send in Lions application. Pam provided the application for large print books to Trevor Hayes for Jamie Chapman to sign.
- Question regarding Children's Room funding. Trevor will be contacting Dave Moore.

2. Peggi Warner Lalonde

- Suggestions regarding ways to highlight passed motions and action items in Minutes

3. Marty Crapper

- Marty has checked with Council on possibilities for “celebrity readings”
- Peggi will talk with the “space guy”.

7. Next Meeting: Tuesday, November 7, 2023

8. Adjournment