

Etna Library Trustee Meeting Minutes
January 13, 2022 at 1:00 pm
Location: Zoom (<https://us02web.zoom.us/j/3884199258>)

Present: Kathleen Chaimberg, Elizabeth Cornell, Liz Marshall, Jeff Metzler

The December Minutes were accepted.

Librarian's Report

Review of Programs: Monday afternoon and Friday morning story times were virtual in December. Knitting group met once in person and once by internet. Both book groups took a December hiatus and will resume in January.

December Circulation: Etna patrons borrowed 863 items. Etna's own collection circulated 822 items through Etna, Howe Library and inter-library loans.

December Patron Visits: Visits to the library totalled 242, masks required.

Old Business

War Memorial Plaque: Jeff met with a representative from the Etna Ladies Aid, a group requesting a plaque to military service be placed on the library building. As the preferred place beside the main entrance door has been slated for another purpose, the librarian and trustees discussed alternatives.

New furniture: Funds for furnishings are included in the budget request. For guidance regarding added shelving, Jeff is consulting the town facilities director and a timber framer who was on site during the addition construction.

Library Hours sign: The hanging sign at the front entry steps has been removed by Hanover Facilities to change to newly revised opening hours.

Library Budget Report: Jeff presented a proposed budget to the Town Manager and Director of Administrative Services on December 21.

Library Survey: The library patron survey will be released mid-January by email and an in-library URL link.

Website: To launch a new website created for the library, Jeff consulted Hanover's IT specialist.

New Business

Collection development policy: Jeff has written a clear policy should any questions arise regarding the library's collection content.

Book Bingo: Engaging Book Bingo forms are complete and will be distributed to patrons as a reading incentive.

DVDs/Video Games: Items are under consideration in response to patron inquiries.

Sustainable shelves: For every book added to the collection, the library must purge a book. A program with Baker & Taylor (a company that specializes in library and academic distribution and supplies most of our library's collection) the discards will be sent back and the library will be credited market value toward the purchase of new books.

January program: The library will present a Zoom performance by Gaelic musician Kyle Carey on January 29.

Next meeting: February 8 – Tuesday – 3pm

Respectfully submitted, Elizabeth Cornell, Secretary