

I. Call to Order

Members Present: Prudence Doherty, Jessica Wignall, Collette Khajehali, Taliah Bennett, and Lauren Read

City Staff Present: Nate Eddy

Guests Present: None

Call to Order by: Lauren

Meeting Start Time: 6:35 PM

Minutes Recorded by: Collette

Handouts Provided: Yes

II. Approve Previous Meeting Minutes

Decision: Yes

Motion by: Jessica

Second: Lauren

III. Public Comment

None

IV. Committee Member Updates

No major updates from the members.

V. Library Updates

- Programming: Good attendance this month. Installed story walk for Halloween. Kirstin still making visits to school for THRIVE story time; play group is strong on Tuesday; started jewelry club on Thursday. Partnering with Dad Guild (consists of a broad group of Dads across the area).
- ESL continues and added new folks. Tech assistance has been great, good turn out of folks looking for help. On this Saturday – national writing month – Aurora is leading a session for this. December will resume our partnership with Intervale every first Wednesday of every month.
- Stats are good – seeing a lot of use on Hoopla and Kanopy. New registrations there. Started working on this year's annual report – pulling numbers from last fiscal year.
- On target for our new catalog to go live on Monday, Nov 6th – has an issue with the migration but seems to have everything sorted out. Library staff is trained to use the system. New catalog will continue to authenticate users with an active library card with no

blocks to use all the library resources. Records will be linked for our digital content – so readers will be able to see if products are available electronically and/or physically available.

- Additionally, currently bar codes on items are not standardized – various lengths of bar codes. As part of the migration, everything will be re-bar coded with a uniform code for all items.
- Will communicate about the change of catalog on public forums and will have a TIP sheet for the public available at the library.
- No building or budget updates.

Department of Libraries had a recommendation to standardized collection development, policies, a more standardized approach to VT libraries – strongly suggest that there are certain policies libraries should have. One on intellectual freedom and one around programming. Nate will take a first crack at developing these two and we can review as a group during the next committee meeting. All policies should be updated approximately every five years.

VI. Annual Review of Library Policies

- Code of Conduct: no significant changes. Will update to reviewed with today's date.
- Child Safety Policy: no significant changes. Will update to reviewed with today's date.

VII. Library Committee Outreach

- Update from Lauren – reached out to Downtown Winooski re: the farmer's market. They offer an open spot for non-profit organizations and there is a spot available for us on Sunday, Nov 26, 2023 in O'Brien Center from 10am-2pm. What would we want to present at this space?
- We should have the totes with us? (cash or check only).
- Library card applications (paper), mail them the cards later, handouts re: library resources like Libby or Hoopla. Laptop with the webpage there. Flyers of what is happening at the library. A sheet with our hours. We have a tablecloth with Library emblem. Information on the Friends of Winooski Memorial Library Group – seeking volunteers. Bookmarks. Hours of Operations.
- Update on Holiday Pop-Ups – will prioritize small businesses over non-profits for spaces. More to come if this will be possible.

VIII. Other Business

- Collette suggested possibly creating a Library mascot for WML. It could be revealed at the opening of the new WML and the community could vote on the different options for the mascot as well as a name for the mascot. Nate will discuss with Paul Sarne about this if it would be possible.
- Discussed concerns about active shooter incidents in light of the recent Lewiston, Maine shootings. A topic to revisit when developing the new building for the WML.

IX. Adjourn

Motion to Adjourn: Lauren, Second by: Prue