

## Mary L. Blood Library Trustees' Meeting April 18, 2018

Present: Trustees Tom Kenyon, Edson Pierce, Chris Wagner, Mary-Anne Boyce,  
Librarian Lynn Esty

Excused: Richard Beatty

1. Meeting was called to order by Chairman Tom Kenyon at 4:00pm.
2. A motion was made, seconded, and so voted to confirm the minutes for March 21, 2018.  
No members of the public were in attendance.
3. Several additional items were added to the agenda and will be noted in the order they were discussed.
4. After reviewing and discussing the plans for the two storage cabinets (one in the entry hall and one in the bathroom) and the gutter over the front entry door, Mike Esty was asked to prepare a quote for the wood and the labor to do each job. By unanimous agreement, the board agreed to make a final decision about the (3) projects at the next board meeting.
5. **Working Budget:** The income and expense status of the Library was reviewed using both the figures given to us by Cathy Archibald and Lynn. After considerable discussion and unhappiness about the way expenses are tracked under the Town's new computer system, several items were addressed:
  - a. Lynn reminded us that she maintains an income and expense spreadsheet in the Library to help her track expenses that come directly to the library but that she did not have access to those bills that go directly to the town.
  - b. **A motion was made, seconded, and so voted** to allow Mary-Anne to check records in the town office for bills that do not come directly to the Library.
  - c. The Board emphasized that we need to follow the standing purchasing procedure for the town (i.e. purchase orders) for purchases made for the library by anyone authorized to purchase items for the Library (usually the Librarian) in order to minimize the monetary risk exposure to that individual.
  - d. The Board requested that any mention of \$\$ items for the newly formed Friends Group be removed from our Working Budget review sheets because the Board provides no monetary support to this separate group.
  - e. At a later point in the meeting, it was voted and approved to pay the Librarian the town rate of \$18.54 per hour and return her usual paid hours to the original eight (8) hours per week. Additional hours when needed can be pre-approved by the trustees at their regular monthly meetings. In an emergency situation, the board authorized that the pre-approval of additional hours could be made ONLY if two trustees agreed and consented.
6. **Agenda Addition:** Tom asked us to include the following information in our minutes:

- a. OPEN MEETING LAW: Tom reminded us of the rules that we operate under as a public board. To keep within the law Tom suggested we adopt a policy of not discussing Library issues with other Trustees outside of our regular meeting either in person or via email. Duly noted but no vote was taken.
  - b. TRUSTEE BOARD MEMBERSHIP and TERMS OF OFFICE: Tom reminded us that *by tradition*, a resigning board member suggests his or her replacement to the Board for approval and, if no replacement is suggested, the Board may choose a replacement. Also, *by tradition*, the terms of office extend until the death of the Trustee or the formal written resignation of the Trustee. He suggested we strongly consider these traditions during our discussion of our proposed by-laws. Duly noted but no vote was taken.
7. **Recognition of former Trustee, the late John Cocke** and his many contributions to the Library. By unanimous consent, it was decided to include a tribute to John in the next Town Report. A bookplate, currently under preparation, will be placed in the books given in John's memory by his wife, Penny Bliss, and also in books purchased using a special fund in John's name at a local bookseller. Lynn said that once the bookplate is set and the books currently on hand from John's collection were in the collection, a special display would be set up in the Library.

## 8. Librarian's Report:

Our Librarian, Lynn Esty, read her **LIBRARIAN'S REPORT:**

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*For the month of: April, 2018*

### **Library Happenings:**

*~April is National Poetry Month. I have a display in the Childrens' Room of Local Authors. This has generated quite a bit of interest in Local Authors! I've bought 5 new books for the Library and processed 62 "new" to us books.*

**March 2018** – *we had 85 visitors, 37 items borrowed, 10.75 volunteer hours, 6 new cards, 9 updated cards, 3 programs, 2 meetings.*

*The CLiF grant was submitted and we are waiting to hear if we received the grant.*

### **I attended:**

*~ A meeting with individuals who are interested in writing/sponsoring the VT Reads state-wide book group discussion. Grant deadline is June 1, 2018*

*~The First MLBL Friends start up group!*

*~Training for New Librarians with Lara Keenan, our Regional Representative, in Barre.*

*~The Silent Book Group – we had 3 individuals present!*

### **Upcoming Events:**

*~Windsor County Library Directors Meeting is going to be here on Wednesday, April 25<sup>th</sup>.*

*~Vt Reads meeting to finalize grant on May 11, 2017*

*~Mother's Day card making is scheduled for Saturday, May 12  
~The next Silent Book Group gathering is scheduled for May 15<sup>th</sup>.  
~Friend of MLBL meet on Saturday, May 19<sup>th</sup> at 1 pm.  
~Summer Reading Program Kick-Off, Wednesday, June 27 starting at 4 pm.  
The Summer Reading Program theme for this year is 'Libraries Rock'. It will run through Saturday, August 11<sup>th</sup>. I am getting together some events. I have two individuals signed up currently.*

*Respectfully,  
Lynn Esty, Librarian*

The Trustees thanked Lynn for the amount of work she has done in and for the Library and expressed that we are extremely pleased with the progress that has been made.

*We accepted her report by unanimous consent.*

#### 9. **OLD BUSINESS:**

- a. **COMPUTERS.** Lynn has done some research on the purchase of computers needed for the library. She has identified two sources that will be more budget friendly and meet our needs for improved technology.
- b. **FRIENDS GROUP.** A working core group was formed after the March 31 start-up meeting. The next meeting will be on May 19\* with the time yet to be determined. Mary-Anne, as the Board's liaison, will report on progress at the regular Trustee's meeting in June. *(Secretary's note: I have received word this date has been tentatively changed to May 20 at 3pm.)*
- c. **AUTOMATION PROJECT:** After we were unable to join the Catamount KOHA program, the Automation committee, Lynn, Mary Jane Wentworth, and Mary-Anne did further investigation of other automation systems. The *Library World* program is used by a large number of Vermont's Libraries and is now compliant with the Vermont Inter-Library Loan (ILL) system known as "Clover". In March the committee spent more than two hours learning about and actually using *Library World* at the Chester Library. We will be recommending using this program at MLB Library once sufficient funds are available for the needed hardware and software. Lynn is currently working with our existing collection to get it ready. Lynn also investigated and offered several cost saving suggestions to the Board to lower the cost of implementation. The report was duly noted but no action taken at this time.
- d. **JULY 4 BOOK SALE:** Christine noted she will bring her tent and we'd follow the same plans we used last year.
- e. **STATUS OF CLOVER DELIVERY SYSTEM.** Lynn has been in correspondence with Mr. McMurdo at the State Library regarding our desire to be added as a delivery site. Currently no new delivery locations are being accepted. July 1 is the launch date for the soon-to be Statewide system. Lynn will keep us posted.

- f. **REVIEW OF THE SUGGESTED LIBRARY BOARD BY-LAWS.** Due to the many items included in these By-Laws and the seriousness of the discussion, a **motion was made, seconded, and voted in the affirmative** to call a special meeting to address this topic.

#### 10. NEW BUSINESS

- a. **KEYS TO THE LIBRARY.** The Board voted and approved Lynn's request to pursue the cost of re-keying the outside locks to the Library door. This item will be added to the agenda for the next regular Board meeting in May.
- b. **CHRIS WAGNER UPDATE:** Due to several work and personal scheduling conflicts where she would be unable to attend Board meetings, Chris thought it in the Library's best interest to resign from the Board before the regular Board meeting in May. She will submit a formal letter of resignation prior to that meeting.
- c. **JULY 4 PARADE FLOAT and Book give-away.** Lynn asked the Board for approval to make a Library float where instead of throwing candy, the children on the float would be giving "gift certificates for a free book" to children along the parade route. Lynn discussed the multiple sources for these "nearly new and/or well loved" books. **A motion was made seconded, and voted in the affirmative** to support Lynn in this project.

After reassurance from the Board that we were pleased with her work and that her presence was not needed after the Executive Session, Lynn left the meeting for another non-library obligation.

- d. **EXECUTIVE SESSION: Personnel.** Approximately. 6:10 to approximately 6:25pm.
- f. The results of the Executive Session 90 day probationary review: The Trustees evaluated Lynn's work and determined it to be satisfactory and that we would like her to continue as our Librarian. The salary (18.54/hr.) and regular working hours (8) were determined. Additional hours when needed can be pre-approved by the trustees at their regular monthly meetings. In an emergency situation, the board authorized that the pre-approval of additional hours could be made ONLY if two trustees agreed and consented. **So moved, seconded and voted in the affirmative** Formal goal setting and a review are planned for later in the year and will be developed jointly by the Board and the Librarian.

11. A motion was made and seconded, to Adjourn at 6:29 pm, and so voted.

**The next regular meeting will be on Wednesday, May 16, 2018 at 4:00pm in the Library.**

Respectfully submitted,  
Mary-Anne J. Boyce, Secretary