

Mary L. Blood Library Trustees' Meeting August 15, 2018

Present: Trustees Tom Kenyon, Edson Pierce, Richard Beatty, Mary-Anne Boyce, and Librarian Lynn Esty

Excused: Chris Wagner

1. Meeting was called to order by Chairman Tom Kenyon at 4:00pm.
No members of the public were in attendance.
2. A **motion was made, seconded, and so voted to confirm** the minutes for the July 18, 2018 and the August 9, 2018 meetings with Richard Beatty abstaining on both because he was unable to attend either meeting.
3. There was one addition to the agenda. (Item 7a Library status – we are hoping Matt Birmingham will attend the meeting today to clarify the outstanding issues but had not received confirmation from him that he will attend.)
4. Executive Session: not needed
5. **Librarian's Report:**

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

July Statistics:

81 People visited the Library; 7 new membership and 7 updated card were issued; 45 items borrowed; 7.5 volunteer hours; 3 meetings/groups utilized the Library; we also held 3 Programs with 24 kids and 42 adults attending.

What I've Been Up To!

It's been a very busy month!

The Summer Reading Program Finale held its wrap up on Saturday, August 11th with 9 in attendance.

We have **35 individuals participating** – 20 Adults, 3 Teens and 12 Children. To date, 19 reading logs have been turned in with Summer Reading time **totaling 824 hours!** The chain that is wrapped around the inside of the library – each chain represents one hour read! Additional hours do not count toward the summer reading time, but if you have any reading logs to turn it from June 27th to August 11th, the time counts toward our Summer totals!

Thank you to Mary Jane for covering Library hours on Saturday, August 4th. I worked late the Wednesday prior to double check our book holdings and started in on the order for our \$2,000 worth of Library books for the CLiF Program Grant!

I will be working with Jennifer (Principal at Albert Bridge School) and Tony (Librarian at Albert Bridge School) to implement this grant and set up dates for delivery of the books and presentations (4) throughout the school year!

I also reviewed on Friday for a couple of hour with my sister (a kindergarten teacher) some of the 'must reads' she thought would be good for our Library!

I also have a small core group of dedicated volunteers who are helping at the Library – they are: Beth Gorton, Cathy Pollard, Ashley Esty, Nancy Duffy and Katrina Hill. Thank you all so very much!!!!

Upcoming Meetings:

Sunday, August 26th – Friends of the Mary L Blood Library

Respectfully submitted,
Lynn Esty, Librarian

A ***motion was made, seconded and so voted*** to authorize an (1.5) Extra hours of time for Lynn to attend the Friends meeting scheduled for August 26.

6. Quarterly Financial Report – follow up:

- a) Funds available for Expenditure: After our meeting on August 9, several items still remain to be clarified. Because there are a couple of expenses will need to be moved to different expense accounts, Mary-Anne will work with Lynn and Cathy Archibald to do this. Lynn agreed to code all future invoices prior to approval by Tom to make it easier for Cathy to input the Library expenses into the Town's new accounting system. This will enable quarterly and the year-end reporting to accurately reflect our intentions in spending the monies available.
- b) Location of funds. There are two** main places where funds are kept: The checking account and the money market account. The money market account currently holds three types of funds:
Two Trust Funds: Mary L Blood Library –Trust Fund \$3,000
Fred Savage--Trust Fund \$1,250
and the money voted by the Town to support the Library each year. It was noted that the Town money is transferred to the "sinking fund" (i.e. the checking account) as expenses are paid. The current standing of all accounts was reported by Tom:
Checking Account: \$846.56
Money Market Account: \$11,126.09 (including \$4,250 in the Trusts)
*(**Secretary's note: There is an additional account shown on the town accounting system that is being reviewed by the Auditor employed by the town, Mr. Mudgett, to determine its status. (50-3-00-710.00 Unreserved Funds Balance \$8,648.73). Once this determination is received it will be conveyed to the Trustees and appropriate action taken.)*

- c) Authorization of additional hours. It was requested that we officially confirm at our next meeting our current decision to maintain the regular hours of the Librarian at 8 hours per week with exceptions for additional hours to be made as needed and requested by the Librarian.
- d) Classification of the Librarian as an employee of the town. After a brief discussion, it was decided to confirm that the Librarian IS a town employee and that the town personnel policy should apply. This means that the Librarian's pay MUST include the previously requested Federal and State withholding taxes at the rate specified as well as the issuance of a formal pay stub documenting this. An additional amount to make up for the lack of withholding for 2018 is to be withheld from the Librarian's pay. *(Secretary's note: The additional withholding will be done using the new W-4 and a VT Tax withholding forms submitted to the WW Town Treasurer by the Librarian.)* **A motion was made, seconded and so voted.**

7. OLD BUSINESS

- a.) **Library Status Update.** We are waiting for a written opinion by the town's attorney, Matt Birmingham, based on his review of the materials supplied by the board and state statutes.
- b.) **Friends Group.** As the liaison to the Friends, Mary-Anne reported that all of the paperwork was submitted and received by the VT Secretary of State's office. Once the Friends receive their incorporation papers, they will apply for 501c (3) status as a non-profit. They have been discussions about how best to use the remaining unsold books. Several boxes were taken to Book Stock and Karen Diop will take several boxes of children's books for the Ascutney Promise Community program where these books will go into the little "free books" baskets found throughout the area in business and public establishments. A "pop up book sale" for September is being discussed and donations to the book sales of other libraries considered. A suggestion by the Trustees was made that perhaps the "pop up sale" could be housed in the Town hall making transport from the library a little less onerous and the sale a little less weather dependent.
The Trustees noted that any book donated to the Library is put to good use – either as a new addition to the collection or given to the Friends for their Book Sales. All of these support the mission of the library. Although the library is currently filled to capacity with the "book sale books," book donations – past and present—are still very much appreciated.
- c.) **Review and approval of the revised Friends "Memorandum of Understanding:"** After reviewing the Second Revision of the Memorandum, the Trustees liked the additional statement at the end of Memorandum. However, the Trustees requested that the Friends add in one additional phrase to the agreement (2nd statement from the bottom). The suggested new wording would be:

"The Friends agree that if they cease to actively fund-raise and promote the Library, *in the opinion of the Board of Trustees*, they will disband allowing for a new Friends of the Library to be established in the Future."

(Secretary's note: italics are meant to distinguish the new text from the previous version.)

The Trustees wanted it noted that this change is not meant to reflect on the current group of Friends whose enthusiasm and efforts are applauded by the Trustees, but rather to avoid future issues. The Trustees discussed and conversation with the Friends also emphasized that "discussion before any action" is the basis for a good relationship.

- d.) **Clover Delivery System.** Although Lynn has tried multiple times to contact the coordinator, Tom McMurdo at the State Library offices, she has still not received confirmation we are now in the courier service system nor had any response from Mr. McMurdo. Now that the State Library offices are in their new location, Lynn is following up with our Regional Coordinator, Lara Keenan, and another State of Vermont Library person, in hopes of getting the courier service activated.
- e.) **CLiF grant, Summer Reading Grant, and Vermont Reads Grant.** All notifications have been received and will be publicized in both print and electronic formats by Lynn in the next few weeks. This was part of Lynn's report but she elaborated on the Second CLiF grant. There will be (4) presentations: one when the 130 books are given to our Library, one when the school gets its books; and two special assembly presentations done at the school where each child attending receives two free books. Coordination will be done between Lynn and the School. The School will be sending out the info to everyone on their lists – including all home schooled students in town.
- f.) **Automation Project.** No formal report update.
- g.) **Typewriter.** Lynn reported that the typewriter is still at the now closed fix it shop. She has made an attempt to retrieve it and will try again. Chris has offered to give/lend her Selectric Typewriter to the Library. Lynn will resolve.
- h.) **Regional Librarian Visit.** Lynn will update us at the next meeting.
- i.) **Maintenance Issues:**
 - Bulkhead (Tom will check to see if Jerry Ouelette will re-weld the broken hinge.)
 - Air conditioning: There is interest in putting together a proposal for the installation of heat pumps for A/C in several public buildings in town: the library, the town hall, the historical society. Just in the "thinking" phase but the heat and humidity we have had these last few years are not positive for either the books, equipment, collections, or people who work in these spaces. Knowing the library is a "cool" space might also encourage more people to seek it out.
 - Flag Pole: Location to be determined by Tom and Dave Sylvester.

Book Sale Books: see the earlier discussion under "Friends"

- j.) **Status of new Shelving in the entry hall.** The materials have been purchased and the project started. Trying to get work done before hunting season.

8. NEW BUSINESS:

- a. **Additional Keys for the Library.** Lynn noted that the original 10 keys have been given out and she maintains a list of who has them. She requested the purchase of (3) three additional keys. ***A motion was made, seconded, and so voted*** to approve the purchase.
- b. **Secretary Needed for September & October meetings.** Mary-Anne, as secretary, will be absent from both meetings. After discussion, the Trustees decided to audio tape and then transcribe the September meeting. The regular October meeting will be moved up a week to October 10. Mary-Anne, as secretary, will post the agenda for both meetings.
- c. Looking ahead, the **regular November meeting** falls the day before Thanksgiving. Since this is a crucial budget preparation meeting, this meeting will be warned and changed to November 28.
- d. **General Comments:** The memorial for the late John Cocke will be on September 1 in Tribute Park at 4pm. John, a former Library Trustee, and his wife Penny Bliss, have given several books to the library as well as funds to purchase additional books. Penny drew the three different designs for the book plates that have been placed in these books. Lynn has a display in the main library room. Several of these new books have already been checked out by library patrons.
- e. **The Summer Reading hours garland:** The Trustees noted that the garland of paper rings stretches nearly twice around the main reading room of the library – and looks amazing. Made by volunteers and children who participated in the Summer Reading Program, it is an impressive visual display about how much reading has been done by those who signed up for the program and have turned in their reading logs. Lynn wanted to remind those who have not yet turned in their logs (a combination of about 16 folks - adults and children) that the number of hours will count in our yearly "statistics" report" – so please turn those logs in!
- f. **Matt Birmingham.** Tom will follow up with Matt.
9. A ***motion was made, seconded and so voted*** to adjourn the meeting at 5:27 pm.

The next regular meeting will be on Wednesday, September 19, 2018 at 4:00pm in the Library.

**Regular meetings for 2018:
September 19, October 10, November 28, December 19.**

Respectfully submitted,
Mary-Anne J. Boyce, Secretary