

Mary L. Blood Library
Trustee Meeting
Minutes 1/22/2020

Attendance:

Trustees:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dick Beatty	P											
Matt Birmingham	P											
Michael Epstein	P											
Tom Kenyon	P											
Courtney McKaig	P											
Edson Pierce	A											
Chris Wagner	P											

Librarian	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Peter Money	P											
Dave Halpert	P											

Guests	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	1											

Key: nm = no meeting p = present a =absent

Call to Order: 6:00pm

Guests: Penny Bliss, representing Friends of the Library.

Minutes: Tom made a motion, Michael seconded and it was moved that the minutes of 11/22/2019 be accepted with the addition under New Business item 2 Town Plan “Alan responded that he will *contact the Planning Board* which is in the process....”

Changes to the Agenda: none

Librarian’s Report: Peter presented his report, which is attached. Appreciated was voiced for the Butcher and Pantry’s willingness to help facilitate student “gold cards.” Events at the library have been successful and have seen over 25 attendees per event, good numbers for this size library and given that the events are on Sunday afternoons and Wednesday evenings. Michael noted that there has been tremendous progress towards the goal of the library becoming a vibrant asset to the community since Peter was named Librarian. Peter thanked the Trustees for their support.

Old Business:

1. Library appropriation: Chris and Tom reported on their attendance at the Select Board meeting where the library appropriation was discussed. There will be two separate warning articles, one for an appropriation of \$16,000 and the second to read as follows: Shall the Town approve additional Library expenditures of \$7,850 to be raised by taxes to increase its hours of operation from 8 to 15 hours per week, add to the resources it has to provide and make other service enhancements as proposed by the Library Trustees. The second warning does not include \$3000 for computers as Select Board felt that would be funded through donations.
2. Town Meeting Coverage: Chris noted that she will be on work travel the first two weeks of March and will miss Town Meeting. It will be necessary for at least one Trustee to speak on behalf of the library and the requested appropriations. The Trustees were encouraged to

- ask friends and neighbors to attend and speak in favor of the library appropriations. Penny volunteered to speak on behalf of the library and will ask the Friends as well.
3. Justification of Extra Hours: Peter and Dave will figure a schedule and staffing so that the requested monies for increased hours can be answered and discussed as part of the plan for strengthening the library as an asset. It was noted that extra hours would include non-open working hours (so that the librarian can better focus on and interact with patrons during open hours, while allowing for minimal to no interruptions for the necessary detail-oriented work during the non-open working hours).
 4. Collaboration with ABS: The extra hours will also encompass increased collaboration with ABS. Peter, Courtney, and Matt are working with ABS to build the familiarity and comfort of the students with the library. Courtney reported that the kindergarten class will spend an afternoon at the library as part of the Place-based Education. Matt reported that students will be here on Wednesday afternoons to read to each other. Matt will coordinate coverage. Peter reported that Jennifer Winslow will be sending a written proposal of collaboration to the library.
 5. Building and Grounds: Tom reported that the town is doing a great job keeping the sidewalk cleared of snow and ice. The Trustees noted their appreciation of this attentiveness to both accessibility and safety. Tom also reported that he has heard positive comments about placement of the flagpole. Tom stated that he is trying to add an article to the town meeting agenda in support of a Mitsubishi air conditioner for the library and other buildings in town. Tom will check about cleaning for the interior of the library as Peter is currently doing.

New Business:

1. Proposed Trustees: Chris reported that a few names have been submitted to the Select Board for consideration.
2. Trustee for Life: Chris reported that the Select Board was amenable to the designation of a Trustee for Life and will take action at Town Meeting.
3. Annual Report – Peter has written and submitted the Library Report to the Town Clerk for the town meeting.
4. Trustee Meetings: There was discussion about the frequency of the Trustee meetings and whether monthly was indicated. Mike motioned, Matt seconded, and it was carried that Trustee meetings be held on every other month on the 4th Wednesday at 6pm commencing with the February 2020 meeting. Scheduled dates for 2020: February 26, April 22, June 24, August 26, October 28, December 23. It was noted that other meetings can be called as necessary via contact with the Chair.
5. Utilization of Space: It was noted that the time has come to assess and revise the space utilization as the library is used more. The issue has been raised before but not addressed. Therefore, utilization of space will be added as a standing agenda item. Michael and Dick noted that they will be visiting the Ascutney and Reading libraries. Matt encouraged the Trustees to visit the Ludlow library.
6. Changes in the Library's furnishings: Chris noted that changes or additions to the furnishings, as well as recommendations for same, are welcomed by the Trustees but would appreciate if these ideas and offerings could come to the Trustees for discussion before they are implemented. She noted that the Trustees are responsible for oversight of the library, the collection, and the furnishings. The Trustees noted the changes in the room housing the children's collection have created a warm gathering environment for patrons.

7. Knitting Club: The Knitting Club would like to start using the library for its meetings. After discussion, it was decided that Cindy and Candy can share/coordinate use of the key held by the Writers Group.
8. July 4th Planning: Peter noted that he is investigating the potential of having a Children's Theater group presentation on or near July 4.
9. Publicity for Events: Publicity of events was noted as necessary to reach as wide a community audience as possible concerning upcoming library activities. Suggestions were contact with Vermont Public Radio for public interest stories and public service announcements; inclusion in Tom's Vermont Standard column; and including events on the Library's webpages. Dave will spearhead event entries onto the library's webpages.
10. Window over the Three-Quarter Bathroom Wall: Peter noted that for the sake of privacy the wall could be made floor to ceiling. Tom noted the wall had been constructed that way due to concerns about heating, but those concerns have turned out unfounded. Michael made a motion, Dick seconded, and it was carried that Tom investigate the options and costs of putting a window closure on top of the wall.
11. Friends of the Library Update: Penny reported that the Friends Annual Meeting was a well-attended success. She noted that the Friends are collaborating with Peter to create a monthly schedule of events. As well, they are reviewing possible grant sources. There is also a potential of a matching grant opportunity. This will be pursued after Town Meeting.

Next Trustee Meeting: Wednesday, February 26, 6pm, at the MLB Library.

Adjourned: 7:15pm

Respectfully submitted,
Chris Wagner