

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

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

Excused: Richard Beatty

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 June 20, 2018 meeting.
3. There were two changes or additions to the agenda. (Item 6: term Budget; Item 7a –Bylaws)
4. Executive Session: not needed
5. **Librarian's Report:**

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

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### Mary L Blood Memorial Library Librarians Report ~ July 18, 2018

#### **June Statistics:**

62 People visited the Library; 19 new membership card were issued; 42 items borrowed; 9.5 volunteer hours; \$2.50 in book sales; 2 meetings/groups utilized the Library; we also held 2 Programs with 18 kids and 15 adults attending.

#### **What I've Been Up To!**

We received the CLIF Summer Reading Program grant. There will be a story hour and book give-away at the Story Town Hall on Wednesday, July 25<sup>th</sup> at 1:30pm. Karen Diop from the Ascutney Mountain Promise Community has teamed with us to provide a Picnic in the Park prior to the story hour.

We have received the VT Reads grant and the books have been delivered. There was a float for VT Reads in the 4<sup>th</sup> of July parade. More information to come about a town-wide read soon.

The book donations from John Cocke now have their book plates in them and they are now on the shelf for borrowing.

We had terrific turn out at the 4<sup>th</sup> of July parade! The 'free' book slips were a great hit! I printed and we handed out 200 slips – 90 were exchanged for a free book! Thank you so very much to the individuals who helped in every way to make the 4<sup>th</sup> a successful book

sale for the Friends! Chris and Adam Wagner, Katrina and David Hill, Mary-Anne and Adam Boyce, Ginger Mason, Penny Bliss, Candee Brohinski, Mike Esty, Tom Kenyon, Cathy Pollard, Sue Cox, Eli Cox, Patrick Smith, Ashley Esty, Regan Smith and Morgan Smith. (If I have missed anyone – my apologies...)

Summer Reading Program Kick-Off had great attendance. So far there are 11 children, 3 young adults and 18 adults signed up! If you haven't signed up, it's not too late!!! Reading logs are still available! Prizes for all ages :)

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

### **Upcoming Meetings:**

Sunday, July 22<sup>nd</sup> – Friends of the Mary L Blood Library

Wednesday, July 25<sup>th</sup> –CLiF Summer Reads Grant

Respectfully submitted,  
Lynn Esty, Librarian

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***A motion was made, seconded and approved by unanimous consent*** to authorize an (3) Extra hours of time for the CLiF program to be held at the town hall on July 25<sup>th</sup> and for Lynn to attend the meeting of the Friends on Sunday (July22).

### **6. Quarterly Financial Report:**

- a) Budget Defined. After considerable discussion about the use of the term "budget" or "working budget" it was determined that our use of the term is simply to guide us in the prudent expenditure of the funds voted to us by the town and does not apply to any line item in the town budget.
- b) Funds available for Expenditure: After considerable discussion and review of the General Ledger information supplied by the town treasurer, it was agreed to ask Mary-Anne to set up an appointment with Cathy Archibald to clarify the funds available. Tom, Edson, and Mary-Anne agreed to attend this meeting with Cathy.

***A motion was made, seconded and voted by unanimous consent*** to: (1) set up a meeting with Cathy Archibald to clarify the balances in our accounts; (2) to resolve any expense differences; and (3) to determine the status of the Trust Fund. Because three Trustees will be in attendance, this meeting will be called as a special meeting of the Trustees once the date and time are set.

### **7. OLD BUSINESS**

- a.) **Library Status Update.** After review of the deeds, newspaper reports of the acceptance of the library by the town in 1901: "Town meeting... the town voted to accept the generous gift of the Mary L Blood Memorial library from B.F. Blood with many hearty thanks..." (*Vermont*

*Journal*, March 9, 1901, #10, page 5); and the yearly monetary support of the Library by the town, the trustees have resolved to our satisfaction that we are a municipal library. Additional information will be supplied to Matt Birmingham by Mary-Anne and others to verify our decision, provide us with additional guidance, and convey that verification to the Select Board.

Additionally, the "by-laws discussion" will be placed on the next agenda with a possible special meeting to determine the proper form for Municipal Library Trustees. (*Trustees' Secretary's comment: By-laws vs Procedures*)

- b.) **Friends Group.** The July 4<sup>th</sup> Book Sale was a great success: \$331 in donations were received by The Friends! Additionally, as donations for "Book Sale" books are received, Lynn is keeping these funds separate and will turn these funds over to the Friends' Treasurer. Mary-Anne reported that the Friends executive board will meet on July 22 at 3pm to sign the VT Incorporation Application forms and send these and the approved by-laws for review by Matt Birmingham. They plan to discuss the disposal/removal/repositioning of the remaining book sale books and future projects.
- c.) **Review and approval of the revised Friends "Memoranda of Understanding:"** The Trustees requested that the Friends add in some additional information about the mechanism/process to be used to make modifications to the agreement. It was thought that this would be some sort of "generic/boiler plate" type of statement.
- d.) **Clover Delivery System.** Although Lynn has contacted several times the coordinator, Tom McMurdo at the State Library offices, she has still not received confirmation we are now in the courier service system. Lynn will follow up again now that the State Library offices are open in their new location.
- 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.
- f.) **Book Sale on July 4:** It was noted that the newly formed Friends group did an amazing job preparing for the sale, setting up the sale, managing it, and dismantling at the end. \$331 was raised that day. They put in many hours and the Trustees appreciate their efforts. The Trustees and the Friends also thank everyone who participated by contributed books and then patronized the sale.  
**Parade on July 4.** In spite of the extreme heat, Lynn had her two book-give-away floats in the parade and was very successful in both publicizing the library's programs and in supporting the efforts of the Friends to raise funds for the library. (see her report above and the photograph is the Vermont Standard..)
- g.) **Automation Project.** No formal report was presented

- h.) **Typewriter.** Lynn reported that the typewriter is at the fix it shop but that the store is closing at the end of July. The typewriter may or may not be fixed but will be returned. If it is returned and not fixed, Chris will give/lend a Selectric Typewriter to the Library.
- i.) **Regional Librarian Visit.** Lynn will update us at the next meeting.
- j.) **Status of new Shelving in the entry hall.** The materials have been purchased and the project started.
- k.) **Attendance Records of Patrons:** Lynn's librarian's report gave the details. After discussion of a concern raised by an unnamed citizen, the Trustees agreed to continue their strong support of the Library being open on Saturday. Lynn compiled some additional statistics and the Secretary for the Trustees noted that the average number of books checked out of the library on Saturdays is about twice the number checked out on Wednesdays.

#### 8. **NEW BUSINESS:**

- a. **Maintenance Issues:** Tom will get a quote for the repair of the hinges on the bulkhead. The wasps traditionally nest in the attic and not inside the Library. Since no one has been in the attic recently it was felt that maybe the wasps were "riding in" as the screen door opens and closes –and with the additional activity in and out of the Library, it seems a likely source. Lynn will keep us posted if this continues to be a problem.
- b. **A/C:** Chris asked the Trustees to consider the purchase on an A/C unit for use during the hot, humid days when the Library is open. There would be many benefits to both people and books to having either a portable unit or a fixed wall unit. Additionally, it was noted that having a public cool space for town residents might increase attendance.
- c. **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.  
It was noted that the new addition to the Proctor Library in Ascutney blended very well with the original building. (*Secretary's note: The Proctor Library was also given by Mr. Blood and has the same floor plan as our Library.*)

- 9. A ***motion was made, seconded and approved by unanimous consent*** to adjourn the meeting at 5:53 pm.

**The next regular meeting will be on Wednesday, August 15, 2018 at 4:00pm in the Library.**

Respectfully submitted,  
Mary-Anne J. Boyce, Secretary