

## Mary L. Blood Library Trustees' Meeting June 20, 2018

Present: Trustees Tom Kenyon, Edson Pierce, Richard Beatty, Mary-Anne Boyce, 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 May 16, 2018 and the June 6, 2018 meeting.
3. There were no changes or additions to the agenda.
4. Executive Session: tabled
5. **Librarian's Report:**

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

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### Mary L Blood Memorial Library Librarians Report ~ June 20, 2018

**May Statistics:** 58 people visited the Library; 2 new membership cards, 1 updated card; 7 Inter-Library loan requests; 21 items borrowed; 16.25 volunteer hours; \$11.00 in book sales; 7 meetings/groups utilized the Library.

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

I received notice we received the Summer Reads CLiF Grant. The presentation is scheduled for Wednesday, July 25<sup>th</sup> at 1:30 pm. I'm trying to promote this program with the School. I have asked for use of the upstairs of the Town Hall to hold this program.

We received the VT Reads Grant and the books have arrived already, along with the promotional materials. There will also be a float in the parade!

The locks were changed on the doors today. Keys will be signed out and a master list kept at the Library.

I am still sorting through books, processing those to put on the shelves and putting those that can into the book sales pile. The Friends have been here sorting books and more donations are coming in every day.

#### **Upcoming Meetings:**

June 27<sup>th</sup>, Summer Reading Program Kick-Off

July 4<sup>th</sup>, Book Sale and Parade

July 10<sup>th</sup> and 24<sup>th</sup>, Writers Group meets here

July 17<sup>th</sup>, Silent Book Group meeting

July 18<sup>th</sup>, July Trustees Meeting

July 25<sup>th</sup>, CLiF Summer Readers Program

Respectfully submitted,

Lynn Esty, Librarian

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A ***motion was made, seconded and approved by unanimous consent*** to authorize an extra hour of time for the Kick-off of the Summer Reading Program and the expenditure of up to \$100 to support refreshments at the Kick-off to be held at the town hall on June 27<sup>th</sup>.

## 6. OLD BUSINESS

- a.) **Library Status Update.** Dick reported on his discussions with Win Johnson about our discussion of the type of Library we are (Municipal, Incorporated, or Municipal-Incorporated). Based on what we know and don't know about this issue, and it's importance to our mission going forward, the following ***motion was made, seconded, and voted by unanimous consent*** : "To ask the West Windsor Select board to hire an attorney of their choice to determine and resolve the status of the Library."
- b.) **Computer Assistance/Special Programs for Townspeople.** No action was taken.
- c.) **Bathroom Access.** Tom reported that due to size and other considerations our bathroom will never meet official ADA compliance in its present location. The closest ADA compliant restroom is in the Church.
- d.) **Friends Group.** Mary-Anne reported that the Friends executive board met on May 20<sup>th</sup> and have drafted and approved by-laws ready for review by Matt Birmingham once the final paperwork forms for submission to the Secretary of State are prepared. The Friends will have several work sessions to prepare for the July 4<sup>th</sup> Book Sale. Their next formal meeting has not been set. ***A motion was made, seconded and so voted*** to allow the Friends to use the Library's PO Box as their formal address.
- e.) **Clover Delivery System.** Lynn reported that the Trustees of the Windsor Public Library have given their approval to the combining of courier deliveries for Inter-library loans. Lynn has contacted several times the coordinator, Tom McMurdo at the State Library offices, but has not yet received confirmation we are now in the courier service

system. Lynn will follow up again once the State Library offices are open in their new location.

- f.) **Keys to the Library.** The new lock was installed today and new keys were given to the Trustees who requested them and to the Fire Department for the Knox Box. All the keys are numbered and stamped "do not duplicate". A sign was placed on the outside door alerting anyone who had an old key to check with Lynn during regular library hours. **The board voted** that Lynn will control who gets keys and maintain a list of all keys given out.
- g.) **CLiF grant, Summer Reading Grant, and Vermont Reads Grant.** All have been received and will be publicized in both print and electronic formats by Lynn in the next few weeks.
- h.) **Vermont Reads Grant.** Lynn spoke about this in her report. (above) The Board thanked her for her work on these grants. Lynn also noted that an enthusiastic group of (13) ABS Kindergartners visited the library and (9) now have library cards and were able to borrow books the day they visited. (They will be part of the June statistical report).
- i.) **Book Sale on July 4.** Same set up as last year. Book donations are coming in. Lynn is reviewing all donations to see if some of these books can be added to our collection. The Friends have begun sorting the books and several pre-sale work sessions have been scheduled. Tom reported that the Historical Society will allow the Friends to use tables from the Grange – prior to the sale he will bring them over to the Library once the Friends let him know how many tables. What to do with any books remaining after the sale was discussed. Mary-Anne will bring this topic up with the Friends for discussion at their next meeting. After discussion, The Board recommended that the State Statutes books not be included in the sale this year pending usage during the next year. It was noted that information was available on-line but that the consultation of topics in the Library books enabled a level of privacy that on-line consultation did not provide.
- j.) **Automation Project.** Project still on hold waiting funding. Mary-Anne will write and submit to the board the formal recommendation of the committee for the use of the **Library World** automation system. The Friends have expressed interest in supporting the implementation of this project once they have their 501 c (3) status.
- k.) **Typewriter.** Lynn reported on the pricing of new typewriters. After discussion it was decided to proceed with the evaluation of the Library's Selectric Typewriter at a cost of \$45. Once the estimate is received, Lynn will send around the cost to the trustees for approval to proceed with the cleaning/fixing. It was noted that the \$45 evaluation fee will be applied to the final cost to clean/fix the typewriter.
- l.) **Regional Librarian Visit.** The new Vermont Regional Librarian, Lara Keenan, has offered to visit with us. We proposed she visit during the regular October meeting. Lynn was asked to coordinate.

- m.) **Status of new Shelving in the entry hall.** The check for materials is in the mail.

**7. NEW BUSINESS:**

- a. **Memoranda of Understanding from the Friends.** After discussion and several suggestions for changes, it was agreed that the Trustees are in general agreement with the Memoranda but will review it at the July Trustees Meeting and take a final vote on it then.
  - b. **Chris R-W update.** Continued to next meeting
  - c. **No additional new business.**
8. A ***motion was made, seconded and approved by unanimous consent*** to adjourn the meeting at 5:22 pm.

**The next regular meeting will be on Wednesday, July 18, 2018 at 4:00pm in the Library.**

Respectfully submitted,  
Mary-Anne J. Boyce, Secretary