

Mary L. Blood Library Trustees' Meeting March 21, 2018

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

Excused: Chris Wagner

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 February 21, 2018.
 3. No additional items were added to the agenda.
No members of the public were in attendance.
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4. Lynn Esty read her **LIBRARIAN'S REPORT:**

For the month of:

January 2018 we had: 20 regular visitors; 6 items borrowed; and 8.25 volunteer hours; 2 new cards

February 2018 we had: 46 regular visitors; 20 items borrowed; and 2 volunteer hours; 5 new cards and 12 updated cards; 3 programs *

**this number will be updated to include writing group.*

I met with Jennifer at the Albert Bridge School regarding the CLiF grant. It is almost complete. I am waiting for the letter of support from Jennifer and Tony to submit with the grant.

I have a meeting on Friday, 3/23 to meet with Jennifer, & others regarding the VT Reads program we are coordinating with for this fall. The book this year is 'Bread and Roses, Too' by Katherine Paterson. This grant is through the VT Dept. of Libraries.

Our new program, the Silent Book Group, met for the first time last night.

There will be a Friends of the Mary L. Blood Memorial Library on Saturday, March 31 at 1 pm.

I have tentatively set the dates for the Summer Reading Program. It will run Wednesday, June 27th until August 11th. I already have two programs planned, with more in the works.

I contacted a few area libraries and asked them for copies of their policies and procedures, as well as any Trustees bylaws they may have. I read through them all – some were quite lengthy – I think one was 37 pages long. This is a DRAFT and is to be read through, marked up and brought to the next meeting for discussion. This is another step in working toward our 5 year plan and meeting Minimum Standards.

Thank you to Mary Anne for the new chair cushions! They look and feel wonderful!!!

John Waite was in to review the collection. There is a small group of books that have some value to them – the most expensive around \$100 down to others at \$10-20. We need to decide how many books we would like to keep as part of the 'historical' collection and what we can donate to the 3 college book sale.

Question about subscription renewals: The Sun for \$70 or a VINS pass for 1 year, admitting 4 people for \$150. My recommendation is the VINS card as I think it will be much more used.

*Respectfully,
Lynn Esty, Librarian*

Based on the Librarian's recommendations:

- a. There was unanimous consent to purchase a VINS card for use by Library patrons.
- b. There was unanimous consent for Lynn to move furniture in the Library to better secure the more valuable books while still making them available to visitors. Moving the furniture will also provide additional space for upcoming programs.
- c. The Board agreed to review and discuss the Draft Bylaws packet at the next meeting. That discussion will be added to the next agenda.
- d. The Board agreed to hold off discussion of the Draft Policy and Procedures packet until a later meeting.

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.

It was moved and seconded to accept the Librarian's Report and was voted in the affirmative.

5. **BUDGET.** Because the \$14,000 we requested was approved by the Town we will use our working budget to guide our use of these funds. It was emphasized that it was a working budget subject to the needs of the Library. Fundraising will be necessary to continue to expand the offerings of the Library and it is hoped that the new, soon to be launched, Friends of the MLB Library, will be the major source of those income deductible funds.
6. **FUNDRAISING.** Christine is chair of this committee. No action was taken at this meeting for a new, formal, Board generated fundraiser. Instead, the Board suggested this task be deferred to the Friends group once it has achieved 501c (3) status since there would be more positive tax considerations for donors.

7. OLD BUSINESS:

- a. **Status of Computer Assistance/ Special Programs for Townspeople:** Lynn is working on this but had no new information to share – Lynn will also follow up with Win Johnson.
- b. **Status of Friends Group formation:** There will be an informational/formation meeting on Saturday, March 31, 2018 at 1pm at the Library. As the Trustee's liaison to the Friends, Mary-Anne will facilitate this meeting. Tom will include the information in his next column and the information will be posted around town to encourage participation. Lynn will add it to social media sites.
- c. **Status of Automation:** No formal report was made and no action was taken by the Board. If we choose to use *Library World*, Lynn pointed out that once we begin putting our books into the *Library World* computer program, residents of West Windsor will have immediate internet access to both our collections and to the Vermont interlibrary Loan System (Clover). A visit to a local library that is using *Library World* is still planned and a formal report and request for Board Approval is expected to be made at the next meeting.
- d. **Book Sale:** Christine is chair of this committee and will report next time. We are hoping the Friends group will be in operation by July 4 and that the pricing we used last year can be used without sales tax consideration. If that is not the case, we will continue to go with free will donations. However, since we are anticipating that there will be several books that may be part of the sale that have greater value, we plan to set prices on those books and simply submit the necessary use tax forms to the State.
- e. **Maintenance Update:** A quote from Mike Esty for this work will be coming shortly. Tom was asked to follow up directly with Mike and report at the next meeting.

8. NEW BUSINESS

- a. **Expansion of Board.** The Board agreed to table this discussion since it is part of the Draft Bylaws discussion we will have at the next meeting.
- b. **Trustee Training by VT Dept. of Libraries.** Two sessions will be held in April. Several trustees expressed interest. The information will be sent to Tom and Dick for consideration. Carpooling possible.

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

A motion was made and seconded to adjourn at 5:07pm, and so voted.

Respectfully submitted,
Mary-Anne J. Boyce, Secretary