

Mary L. Blood Library Trustees' Meeting November 28, 2018

Present: Trustees Tom Kenyon, Edson Pierce, Chris Wagner via speaker phone, Mary-Anne Boyce, and Librarian Lynn Esty

Excused: Richard Beatty

1. Meeting was called to order by Chairman Tom Kenyon at 4:05pm.
No members of the public were in attendance.
2. A **motion was made, seconded, and so voted to confirm** the minutes for the October 10, 2018 meeting.
3. There was one addition to the agenda: To add the formation of a committee to write a book of policies for the Library.
4. Executive Session: not needed
5. **Librarian's Report:**

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

Mary L Blood Memorial Library Librarians Report ~ November 28, 2018

October Statistics:

52 People visited the Library; 2 new memberships and 2 updated cards were issued; 6 items borrowed through Inter-Library Loan; 21 items borrowed from our library; 8.25 volunteer hours; 3 meetings/groups utilized the Library.

What I've Been Up to!

15 Books have been added to the collection in November (valued at over \$300.00 – all donations).

114 Books added to the Collection as a result of the CLiF Grants (valued at \$2,000). The Albert Bridge School Library also received \$500 worth of books through this same grant! The CLiF Grant presentation was held at Albert Bridge School on November 7th with 30 students attending. We then moved to 4 Corners Child Care Center in Hartland for an additional presentation where the 24 children attending each received 2 books to take home! There will be another presentation in the Spring where all school children will get to take 2 books (each) home with them as part of this original grant.

The spine labels are almost 95% complete in the Library. We have begun working on compiling a shelf list.

Saturday, December 8 from 1:30-2:30 is the Town-Wide Read for VT Reads at Story Memorial Hall. Books are available at the West Windsor Historical Society, the Brownsville Community Church, and the Mary Blood Library. *Bread & Roses, Too* by Katherine Patterson. All are invited to attend! (Books borrowed need not be returned!)

We had a copier donated to us by Michael Epstein. I have researched the cost of toner for this machine. It has double sided printing, the ability to scan materials and a fax hook up (if we want to consider this feature at a later time.) The toner cost \$39.99 but will produce 6,000 copies. The copier we currently have only does approximately 60-80 copies at the cost of \$27 per toner cartridge. I would like to utilize the machine Michael supplied for us. (Brother 9700).

The VT Dept. of Libraries has sent out its data collection report for 2018 for all public libraries in the State of Vermont. I have reviewed the materials and will complete it and send it in once January 1 arrives and I have all the data numbers available. (verbal presentation: *We are looking to be on track for greater numbers over previous years.*)

Upcoming Meetings:

January 2019 – Windsor County Library Directors Meeting – Ludlow, VT

12/8/18- VT Reads – TOWN-WIDE READ 1-3pm

Three groups use the Library: Trustees, Writer's Group (2 meetings); silent reading group suspended until next year until January.

Respectfully submitted,
Lynn Esty, Librarian

Chris will check with her husband, Adam, for help in getting the fax set up. Possibly sell the current copier.

A motion was made, seconded, and so voted to accept the gift of the copier and to thank Dr. Epstein for his generosity.

The Librarian's Report was unanimously accepted.

6. **Budget:** (*this section of the meeting was actually moved to after Old Business*)
 - a. Mary-Anne presented the Trustees with a Draft Budget proposal for use in planning for 2019. The spreadsheet included: Actual expenses through 11/19/2018 (\$14,600.63), estimated additional expenses through the end of 2018 (\$1841.00), estimated expenses through March 31, 2019 (\$3552.00- based on the Librarian @ 8 hours/wk), estimated Total expenses thru Q1 2019 (\$19,994.00), and estimated cash needed thru Q1 2019 (approx \$5,393). Our "cash needed" projections are to enable funding thru Town meeting. This will mean that we will be borrowing some of the funds from two Trust Funds currently held in the Money Market account to get us thru Q1 of 2019: Benjamin Blood Trust Fund (originally \$3000) and the Fred Savage Trust Fund (originally \$1,250). When seeking the source of the tightness of these finances, Tom researched that we have never requested reimbursement from the Town for the new bathroom in the Library (Approx. \$5500) or for fully funding the two Trust Funds when we have used the principal for expenses in this and past

years. It was also determined that some of the funds raised by John Cocke were also used to fund the bathroom and should be reimbursed. (reference: the Town Reports for 2016 and 2017 for unfunded "improvements").

The remaining Budget columns were proposals for increasing the hours for the Library to be open –presenting options for 8, 10, and 12 hours- and the % increase over our 2018 request from the town. We are currently open 8 hours/week. Lynn reminded us that VT State Standards for Public Libraries are a minimum of 14 hours/wk. With 20-24 hours "recommended" for a town our size. Considerable discussion ensued. If there is a surplus in the 2018 town funds, we should be asking the town for reimbursement for the capital improvements the library has self-funded- putting us back in a more solid fiscal position. It is our continuing intention to work toward more hours for the Library to be open.

Motion made and seconded to authorize Tom to request that the funds for capital improvements to the library be reimbursed by the Town, **which was unanimously approved by those present.**

Motion made and seconded to authorize Tom to investigate requesting the funds from the town to fully fund the Trust funds: Blood Trust and Savage Trust funds. **This was unanimously approved by those present.**

- b. We tentatively agreed to request \$18,000 (a \$4,000 or 29% increase from the \$14,000 for 2018, and a \$2,500 or 16% increase from 2017). The energy, grants, and additional usage of the Library during 2018 are some of the identifiable deliverables we will seek to highlight in our 2019 request for funding. Mary-Anne will send a new spreadsheet using the new budgeting plans based on the new suggested request to the Town.

7. Old Business

- a. **Insurance:** Tom has checked with the insurance company and the Select Board is listed on the account because they (i.e. the town) own the building.
- b. **Gutter over the front door:** The quotes for a gutter to prevent ice buildup in the doorway to the building were much higher than expected. Some less expensive alternatives were suggested by one of the companies who quoted the gutter. Tom will follow up with some local roofing companies for idea evaluation and pricing.
- c. **Shelving in the Library:** The new shelves/cabinets are complete but problems arose during installation and the cabinets are being modified. Installation pending. Mary-Anne will follow up.
- d. **Friends of the MLBM Library:** The Friends are now officially an incorporated non-profit-a 501c (3) organization and can accept donations that are income deductible. They have their own email address Friendsofmarybloodlibrary@gmail.com; they will share the Library PO

Box for mail receipt (PO BOX 468, Brownsville VT 05037); they had their first annual meeting; and they will begin work in earnest in January. In the meantime, they continue to promote the library, help with library activities, and remove books remaining after the last book sale.

- e. **Library Status:** After continued research, checking with the Vermont Secretary of State's office, close review of the "Law of Public Libraries" booklet, and confirming our inability to secure an EIN number, we (the Trustees) feel confident in our determination that the Mary L Blood Memorial Library is a MUNICIPAL library and not an Incorporated Library. Additionally, all FICA (Federal Social Security & Medicare) and FUTA (Vermont) payments have been made using the Town MUNICIPAL EIN number. These payments provide additional evidence to confirm that our Librarian is a Municipal employee. Tom and Mary-Anne will meet to prepare personnel policies for presentation at the next board meeting in December. A new time card process was proposed to ensure that the Librarian's pay is submitted to the Select Board for payment by the TOWN TREASURER using the Library funds under her control: Tom (as Chair of the Trustees) will sign the timecard and it will be submitted to the Select Board as an "order" for approval by the Board. (Basically following the same procedure the Highway Department uses.) Tom will follow up with Matt Birmingham, the Select Board, and the Town Treasurer regarding the topics covered in this item.
- f. **Library Accounts at Peoples United Bank (a/k/a PUB) –follow up.** Tom has checked with the PUB and confirmed with the 2017 auditor's report and found that two accounts exist: the checking and the money market account. The mystery account that has caused so much concern during the last five months has now been explained: it is the difference between the checking account balance and the money market account balance.
- g. **Status of the Library Treasurer:** The current Library Treasurer, Cathy Archibald, has signaled her intention to resign as the Library Treasurer, effective January 1, 2019. Tom will continue to follow up. We are proposing a separate Trustees account at the PUB- controlled by the Trustees - that would allow some of the Library bills to continue to be paid by the new Library Treasurer. The purpose of this account would be for the separation out of the Trust Funds, and for the paying of bills and receiving monies from donors and the Friends, for expenses not covered by the request for support from the town. The Payroll would be paid by the TOWN TREASURER using one of the existing PUB Accounts that are currently ONLY under the control of the TOWN TREASURER (who has also been serving as volunteer Library Treasurer.) Details to be worked out.

Motion made and seconded: To work toward setting up a separate Trustees account at the PUB as of January 1, 2019. **And so voted.**

h. **Maintenance updates:**

1. Bulkhead: Tom arranged for someone to weld the hinge. Bad weather has prevented follow up.
2. Flag Pole – Tom to follow up with Dave Sylvester in the spring.
3. Book Sale Books - - The Friends are working on storage of books for next year and getting books not needed out of the Library. The books are going to several good homes including the Listen Center, Ascutney Promise Community, and the new "Little Libraries" that will start popping up in various venues around town. Kirn Hatten was also suggested as a possible location for some of the books. We are currently not accepting new books.

a. **NEW BUSINESS –**

- a. Policy Committee: Tom and Mary-Anne will work on the drafts for discussion at the next Trustees meeting with the goal of implementation in January, 2019. The goal is to keep it simple and direct.
- b. Withholding Issues: After considerable discussion and new information (see item 7e), it was determined that although the requested withholding (W-4 submitted in January 2018) and additional tax withholding (new W-4 submitted in August 2018) should have been done by the Library Treasurer/Town Treasurer and reported each week on a pay stub to the Librarian that the Librarian is ultimately responsible for paying her taxes and not the individual members of the Trustees. (At about 6pm during part of this discussion, Lynn was excused because she needed to leave the meeting for a previously scheduled meeting.)
- b. ADJOURN. The meeting adjourned at 6:20pm.

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

Respectfully submitted,
Mary-Anne J. Boyce, Secretary