

Mary L. Blood Library Trustees' Meeting October 10, 2018

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

Excused: Chris Wagner

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 August 15 and August 31 meetings.
3. There was one addition to the agenda. Installation of an eaves trough/gutter over the front door to prevent ice build-up on the walkway in front of the door. **A motion was made and so voted** to install a gutter over the front door (cedar if possible) with the cost not to exceed \$1000.00. Tom will follow up so the gutter is installed before snow flies.
4. **Financial status:** A review of the Income and Expenses was done using a report generated by current Library Treasurer, Cathy Archibald. There was considerable discussion around several topics.
 - a.) Accounts: It still isn't clear exactly how much money remains available for spending. While it appears that there ARE sufficient funds, the Trustees decided to take a conservative approach to spending. Due to a broken elbow, Mary-Anne has been unable to update the budget and update the projections for cash available to run the library thru next town meeting. The "Trial Balances Report" provided by the Library Treasurer, Cathy Archibald, was not sufficient to make a projection.
 - b.) Library Treasurer: The current Library Treasurer, Cathy Archibald, plans to resign as of January 1, 2019. This information was informally conveyed to Tom. This will require a new Library Treasurer who has the ability to do payroll and properly deposit the FICA, FUTA, and Federal and State withholding payments in a timely manner. The new Library Treasurer must also be able to generate quarterly financial reports. At a previous meeting, Mary-Anne and Tom offered to follow up on finding a new Treasurer- now they will quickly move this search forward.
 - c.) Library Funds: Currently ALL Library funds appear to be held at the Peoples United Bank in Windsor under the Accounts of the Town of West Windsor and are accessible ONLY by the elected Town Treasurer, Cathy Archibald with NO back up signer. (see report of Review Committee - Item 7b- below.) The consensus was that ALL Library accounts be placed in accounts separate from the Town Accounts and have two signers on these accounts. It is hoped that this approach will make future budgeting and better management of the two Trust Funds (Blood Fund \$3000 and Savage Fund \$1250) and the remaining grant funds from a Widner Foundation Grant generated by the late John Cocke.

- d.) Insurance: Tom will confirm with the Town insurer that the Library and the Library Trustees are named as the owners of the Library Building and Property. Currently the Town Umbrella policy covers the building and property but because the Town Attorney indicated that the deed is less clear about ownership, the Trustees felt it prudent to be certain the "...and Trustees" was included in the policy wording.
- e.) Friends Funds: In July, the Treasurer of the newly formed FRIENDS OF THE MARY L. BLOOD MEMORIAL LIBRARY, (INC.), Ginger Mason, deposited the cash results of the July 4th Book Sale (\$331.00) in the Library Accounts for safe keeping until the FRIENDS could set up accounts for these funds. The new accounts can't be set up until the Friends receives its formal incorporation paperwork from the Vermont Secretary of State, an EIN number, and formal 501c (3) status from the IRS. Since these events are expected to occur in the next month, the Trustees requested that the FRIENDS simply submit an invoice to Cathy for Tom's approval. Cathy could then give a check to Ginger. The invoice should indicate that this is "the return of Friends Funds from July 4, 2018 Book Sale", and note the account #50-4-00-047.00 thus enabling the money to be removed from the "Book Sale Account".

5. Executive Session: not needed

6. **Librarian's Report:**

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

Mary L Blood Memorial Library Librarians Report ~ October 10, 2018

August Statistics:

67 People visited the Library; 6 new memberships and 2 updated cards were issued; 6 items borrowed through Inter-Library Loan; 38 items borrowed from our library; 13.75 volunteer hours; 6 meetings/groups utilized the Library; we also held 1 Program with 3 kids and 6 adults attending.

September Statistics:

45 People visited the Library; 0 new memberships and 1 updated card were issued; 6 items borrowed through Inter-Library Loan; 33 items were borrowed from our library; 10.5 volunteer hours; _ meetings/groups utilized the Library; we also held 0 Programs.

What I've Been Up To!

59 Books have been added to the collection in September and October (valued over \$850.00 – all donations).

Volunteers have been working on spine labels for the books. Most of the labeling is complete in the main room, about 50% complete in the children's room. We are also working on compiling an accurate shelf list.

The CLiF Presentation is scheduled for Wednesday, November 7 at Albert Bridge School from 9 am – 10 am, with a secondary presentation at a local daycare (location to be announced).

I have scheduled space at the Town Hall to have a Town-Wide Read for VT Reads. Saturday, December 8, from 1:30-2:30. Books will be distributed to the Elementary School, the Historical Society, the Community Church, and at the Library.

I received a quote from Green Mountain Library Consortium/Listen Up! Vermont for our Library to be included in the vast array of audio and electronic books available. There is a minimum \$100 per-registered borrower fee, a New Member fee of \$100 along with a \$300 OverDrive set-up fee. For every item borrowed by a member of our library we will also be charged \$.10. If we do not sign up before the end of the year, the fees will increase in January.

I ordered the 3 extra keys. They arrived, along with the bill.

Upcoming Meetings:

Windsor County Library Directors Meeting – Ludlow, VT – date is yet to be determined

11/7 CLiF Presentation – 9 am – 1 pm

12/8 VT Reads Town-Wide Read – 1 pm – 3 pm

Respectfully submitted,
Lynn Esty, Librarian

A Motion was made, seconded, and so voted in the affirmative to authorize Lynn to add the 6 (six) EXTRA HOURS needed to support the CLiF grant presentation and the Vermont Reads Program to her normal 8-hour week. The funds to come from donations to the Library.

After further discussion, the decision to participate in the Overdrive Program was deferred until after status of the budget is determined.

The Librarian's Report was unanimously accepted.

7. Old Business

- a. Library Status: Dick is checking with Paul Gilles regarding his help in clarifying our status as a Library. Currently no response. Dick to follow up.
- b. Library Accounts at Peoples United Bank (a/k/a PUB) -Report by committee.
The last town audit reported three accounts connected to the Library at the PUB: Checking Account, Money Market Account, and "reserve fund".
However, when Tom and Mary-Anne talked with by phone/went to the PUB to check on the status of the accounts, they were informed by the bank that because we were NOT listed on the accounts, the rules did not allow us

access to any information about the accounts. We did learn that all of the accounts were under the umbrella of the Town of West Windsor with access ONLY by the elected Town Treasurer, Cathy Archibald. The PUB clerks did provide us with several avenues to gain legal access. After discussion, the Trustees **agreed unanimously** to get the help of the elected Town Auditors to view the accounts at the PUB. The committee, Tom and Mary-Anne, will follow up once these minutes are published.

- c. FRIENDS Group update: This amazing and dynamic group of Library supporters has lost no time in their efforts to fulfill their mission: two book sales (netting more than \$400), the creation of a Board of Directors, and the creation, approval, and submission of the paperwork to become a non-profit organization- all since June! Currently they are waiting for the Vermont Secretary of State's Office to formally give them Incorporation status. (A process rumored to take approximately 4-5 months.) After the "INC" paperwork is received, the E.I.N. number acquisition, non-profit status as a 501c (3) (the IRS grants this) and the formal opening of accounts in the group's name will follow in short order. The Friends are planning: expanded membership, ideas for storage and disposal of unsold Book Sale books, special Library programs, volunteering in the library, and programs that link the Library to other town organizations (Ascutney Outdoors, WW Historical Society, Albert Bridge School) to name a few. The "pop-up" Book Sale held on October 7th was a good example of the bridges the Friends are building with the community: visitors were able to sample the wonderful fare to be offered at the soon to open new store (thank you Lauren & Peter operators of the Brownsville Butcher & Pantry) as well as go inside the Library (a first for many visitors) to select "books by the bag" and give the donations to the Friends.
- d. Memorandum of Understanding –approval: **A motion was made, seconded, and so voted by unanimous consent**, to approve the **Memorandum of Understanding** between The Friends of the Mary L. Blood Memorial Library and the Trustees of the Mary L. Blood Memorial Library. (*Secretary's comment: a formal signing ceremony will be held after the Friends' legal status is secured.*) (a copy is attached to these minutes -- page 6)
- e. Clover Delivery System: We have now been using this system for several weeks and it has had an immediate impact on reducing our mailing costs for interlibrary loans. Previously, the postage was paid out of book sale funds and "conscience box" contributions. Interlibrary loans enable books from other Libraries to reach our Library patrons – and vice versa. The Clover Delivery System is faster since it moves the books directly between Libraries.

Due to our current limited hours, Lynn coordinated the pick-ups and delivery with the Windsor Public Library.

- f. Typewriter Fix. Lynn reported that the cost to fix the old IBM Selectric typewriter was about \$400. Based on our discussions at previous Trustee meetings, Lynn asked the new owner of the Twin State Typewriter to recycle the old typewriter- at no additional cost to us. Lynn will follow up with several people who have offered a working replacement.
 - g. Regional Librarian visit. Spring visit possible.
 - h. Maintenance updates:
 - 1. Bulkhead: Edson/Tom will follow up with someone who can weld the hinge.
 - 2. A/C – Tom is following the work being done to combine several WW entities in selecting similar systems & combining purchase, installation, and maintenance. The Library could then become one of the cooling centers open during hot weather. Book preservation and comfort for both the visitors and staff at the Library would also be of great benefit.
 - 3. Flag Pole – Tom to follow up with Dave Sylvester.
 - 4. Book Sale Books - Friends working on storage of books for next year and getting books not needed out of the Library.
8. **NEW BUSINESS** –
- a. 2019 Budget Committee. Dick and Mary-Anne will work on the drafts and post them with the agenda prior to the regular meeting on November 28, 2018. Discussion at that meeting.
 - b. Tree Lighting Opening. Possible coordination of the Library being open for the town wide tree lighting ceremony. The Library would be a close-by warm place.
9. ADJOURN. The meeting adjourned at 5:45pm.

The next regular meeting will be on Wednesday, November 28, 2018 at 4:00pm in the Library.

**Last regular meetings for 2018:
November 28 & December 19.**

Respectfully submitted,
Mary-Anne J. Boyce, Secretary

Memorandum of Understanding between Board of Trustees of the Mary L. Blood Memorial Library and the Mary L. Blood Memorial Library Friends group:

The following will constitute an operating agreement between the Friends of the Mary L. Blood Memorial Library and the Board of Trustees and staff of the Mary L. Blood Memorial Library. It will stand until such time as it requires modification by mutual agreement of the Friends and Board of Trustees. The mission of the Friends is to raise money and increase public awareness and support of the Library's programs and services in the community. As a non-profit, 501c3 organization, the Friends of the Mary L. Blood Memorial Library is a legally distinct entity and is not a part of the Library.

The Trustees agree to include the Friends group in the long-term planning process to ensure continued shared goals and direction of the Library.

The Trustees agree to share with the Friends group strategic initiatives at the beginning of each fiscal year and discuss the Friends involvement in achieving and implementing those initiatives.

The Trustees agree to supply the Friends group with a 'wish list' each year for anticipating the needs of the Library and the Friends role in support towards those needs.

The Trustees agree to provide staff support with mailings, announcements, meetings and distribution of promotional materials.

The Trustees agree to provide public space for Friends membership information and programs.

The Trustees agree to provide the Friends with space in the Library, at the Trustees discretion and if space is available, for book storage, sorting, book sales and office needs.

The Friends agree to publically support the Library and its policies.

The Friends agree to include a member of the Board of Trustees as a non-voting presence at all Friends meetings and allow for time in the meeting for a Trustees report. The Librarian will also be a non-voting attender and report at each meeting.

The Friends agree that all monies raised will be spent exclusively for Library programs, services and other Library defined needs unless otherwise agreed to by both the Friends and the Trustees.

The Friends agree that the Trustees have final say in accepting or declining any and all gifts made to the Library.

The Friends agree to be advocates for the Library and its resources for the community under the guidance of the Library staff and Trustees.

The Friends agree that if they cease to actively fund-raise and promote the Library, in the opinion of the Board of Trustees, they will disband, allowing for a new Friends of the Library to be established in the future.

Either party, the Trustees of the Mary L. Blood Memorial Library and the Friends of the Mary L. Blood Memorial Library, can request a meeting with the other party at any time to resolve any issues or revise the Memorandum as needed.

(Re-typed from the original by Mary-Anne Boyce, Board of Trustees Secretary, for inclusion on this agenda.)