

Mary L. Blood Library  
Trustee Meeting  
Minutes 9/25/2019

Attendance:

Trustees:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dick Beatty	E	P	nm		P	E	P	P	E			
Matt Birmingham	---	---	nm		P	P	P	P	P			
Michael Epstein	---	---	nm		P	P	P	P	P			
Tom Kenyon	P	P	nm		P	P	P	P	P			
Courtney Mckaig	---	---	nm		P	E	P	P	P			
Edson Pierce	P	P	nm		P	P	P	A	P			
Chris Wagner	P	P	nm		P	P	P	P	P			
Mary Ann Wentworth	E	P	nm	resigned	---	---	---	---	---	---	---	---

Librarian	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Lynn Esty	P	P	nm	P	resigned	---	---	---	---	---	---	---
Peter Money	---	---	---	---	---	---	---	P	P			
Dave Halpert	---	---	---	---	---	---	---	P	P			

Guests	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	1	1	nm		0	0	0	1	1			

Key: nm = no meeting

**Call to Order:** 6:00pm

Welcome: Penny Bliss was welcomed. She stated that she was representing the Friends of MLB Library.

**Minutes:** The minutes of 8/21/2019 were accepted without change. Tom is looking for his notes of the April meeting. Minutes and attendance will be updated when found and submitted.

**Changes to the Agenda:** none

**Librarian's Report:** Peter presented his report which was based on his experiences and observations thus far.

MBL Librarian's Report for The Monthly Meeting of Trustees, September 2019

Statistics:

- Service: averaging 7 community contacts per opening
- New materials: averaging four new materials per opening
- Monthly: averaging more than 50 contacts.
- Annual projection: More than 600 contacts.

Green initiatives:

Reduction of carbon footprint and buy local materials

Homegrown Series:

Programs, Lectures, Events (Matt's ideas, visiting authors, Small Library Tiny Desk Concerts, Books & Brews)

Individual Stories:

- Mother and child.
- Father and children.
- The returnee.
- The new member.

The lone reader.  
The student.  
The 251ers. (4)  
The photocopier.  
The callers.  
The writers group.  
Community partners (B&P, retailers, schools).  
The volunteers.  
The Friends.  
Talent & Knowledge Givers.  
Trustees.  
Staff.  
The community.

Projection:

A more knowledgeable, informed, culturally enriched town.

Peter also reminded everyone that as of September 25, library hours will be Wednesday 3-7pm and Saturday 9-1.

Dave reported that updates on the town website regarding the library have been completed, and a link to Wordpress was added. Discussion about further content led to decision that Dave will add the Trustee names and a statement that Trustees can be contacted through the library. Dave will also add the library's mission statement to the site. Michael noted there a complete contact list of the Trustees and librarians has been distributed to Trustees and staff. Chris provided a summary of statistics, noting that from May to July there were 175 visitors to the library, inclusive of 60 visitors on July 4. Saturdays had a total of 72 visitors (average = 5 per day); Wednesdays had 43 (average = 3).

**Old Business:**

1. Maintenance

Bulkhead: Tom is continuing to follow-up regarding replacement.

Air Conditioner: The air conditioner remains on the floor. Decision deferred regarding its storage over the winter. Tom is investigating cost of whole building air conditioners.

2. Bulkhead – Tom reported that he is waiting for an estimate from Dave Sylvester.

3. Air Conditioner – Tom reported that a bid was received from Hinkley for \$4000.00 Tom and Peter will coordinate moving the window air conditioner to the cellar.

4. The following items were deferred: Policy Manual, Space Utilization, Clean/maintenance/Big Clean, Orientation for Trustees, Bylaws for Trustees).

5. The second per diem librarian position has not yet been filled. Tom will follow up with the successful applicant regarding plans to complete necessary employment paperwork.

6. Budget – Michael reported that he and Chris had met to begin formulation of a draft budget for 2020. Michael had also received input from Peter and Dave about specific recommendations regarding expenses including but not limited to computers, acquisitions, and furniture. Michael led a review and discussion of the resulting draft. It was noted that the budget is an aspirational budget that would make the library comparable with libraries of similar size and community around the state, that it responds to the community survey done earlier this summer, and that it provides responsible stewardship for an important community asset. Chris reported that the Select Board would like to meet with the

Trustees to discuss the budget, and the agreed upon date is Tuesday, October 15. Tom and Michael will lead as Chris will be out of town on business travel.

**New Business:**

Librarian schedule – Change is noted above in librarian’s report.

Librarian titles – Chris noted that Peter will be referred to as the Head Librarian. Dave will be referred to as the Librarian.

Town Plan – Michael reported that he provided Alan Keillor with an update about the library for the Town Plan. Alan responded that he will the Planning Board is in the process of finalizing the last few chapters of the Town Plan and can insert an expanded section for the library using the information provided and the results of the Trustee meeting with the Select Board.

Select Board Communication – The Trustees will meet with the Select Board at the scheduled Select Board meeting of October 15.

Friends of the Library – Penny reported that the Friends will be matching \$400.00 this year from the town allocation for book purchases. They are offering to host an open house to welcome the librarians. The outcome of discussion was that this event would occur on November 3. Penny shared several ideas for programming that the Friends are interested in hosting. She will work with Peter and Matt to coordinate these further so that there is an integration into the library’s programming plan. Penny noted that the Friends would like to add a plexiglass frame on the side of the book drop which could be used to advertise events. Discussion about this was deferred, as was discussion about furniture needs. The Trustees expressed great appreciation to Penny and the Friends for their dedicated efforts in support of the library’s continued growth. It was noted that the activity surrounding the collaborative work of the Trustees, the librarians, and the Friends is a testament to the work of Penny’s late husband and former Trustee, John Cocke. The mutual cooperative and integrated working relationship between the Trustees and the Friends were affirmed.

**Next Trustee Meeting:** Wednesday, October 23, 6pm, at the MLB Library.

**Adjourned:** 8pm

Respectfully submitted,  
Chris Wagner