

Mary L. Blood Library
Trustee Meeting
Minutes 8/21/2019

Attendance:

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

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

Key: nm = no meeting

Call to Order: 6:00pm

Welcome: Dave Halpert was welcomed as the new per diem Librarian. MaryAnn Boyce was welcomed. She stated that she was representing the Friends of MLB Library.

Minutes: The minutes of 7/20/2019 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: MaryAnn requested that a report from the Friends be added as new business. Matt requested that an update on the deed be added as old business.

Librarian's Report: Peter reported that there are updates needed on the town website regarding the library. He will contact Town Administrator Martha Harrison regarding same. He also noted there is not a complete contact list of the Trustees and librarians. Michael offered to coordinate such a list and requested that all send their emails, phone, and address information to him. Chris did not have statistics prepared but will pull the information together and present a combined report for May through August for the September meeting. Thereafter it will be the Librarian's responsibility to present a monthly report.

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. Policy Manual – Deferred.

3. Space Utilization – Deferred

4. Cleaning/ Maintenance, including a "big clean": Deferred

5. Transfer of Library to Town: Matt had the deed framed and suggested that it be posted in the library. Peter and Chris will collaborate on placement.
6. Orientation for the Trustees – Deferred.
7. Bylaws for the Trustees – Deferred.
8. Librarian recruitment update – Peter will do a final reach out to other librarian candidate regarding interest in a per diem position.

New Business: In the interest of meeting flow, new business was addressed before the old business item of planning was initiated.

1. Coverage for the Librarian – Peter noted that Dave will be working on September 4.
2. Vermont Standard - Peter reported that The Standard interviewed him and an article is forthcoming in the 8/21/19 edition. Discussion about whether Tom's column would be able to accommodate more information about the library ensued. Tom will accommodate as much as possible. Peter will collaborate with him on submissions.
3. Friends of the Library – MaryAnn reported that the Friends reaffirm their support of the objectives of the Trustees and the librarian. They are offering to host an open house to welcome the librarians. Other events they have been discussing include: an autumn book sale (to be held at Penny Bliss's house), a poetry event; a series entitled "Different Views of Vermont" (audio; art; written); and a fund-raising using prose inspired coffee-cup holders (this was done earlier in the year in collaboration with the Butcher & Pantry, to good response). The Friends have also place a "Little Library" at the Resort which has been well received by Resort personnel and visitors alike. The Friends are considering placing another Little Library in town and ask that the Trustees consider it in front of the MLB Library. A brief discussion of this was held but a decision was deferred. Hosting a showing of the "251" movie was also suggested as a potential library event. The Trustees thanked MaryAnn and the Friends for this report and expressed appreciation for the group's work on behalf of the library. MaryAnn was invited to stay for the planning portion of the meeting but declined.

Old Business:

9. Planning – The planning portion of the meeting began at 6:25pm. (The Chair thanks Michael for writing the summary below.)

The Planning discussion began with a summary of the process that began in June. The major takeaways were the following:

1. Based on a comparison of the MLBML to libraries in 77 towns in Vermont of population between 0-2000, our library was funded, staffed, open, and utilized at about one third of the comparable libraries. For example, the average town funding for their library was \$40,000 while W. Windsor funded its library this year at about \$16,000. Similarly, the average town library was open 23 hours/week while MLBML is open 8.
2. A survey of town residents was completed by 60 individuals, nearly half of whom had not visited the library in the last year. The three dominant messages from the survey responses were that the library needed more open hours, a better and more accessible collection of materials, and more programs of interest to the community.

With that background, we moved to consider the draft mission. The Trustees thanked Michael and Courtney for their work on crafting the mission statement. Matt moved and Dick seconded

to adopt the mission statement, which was discussed and then unanimously approved as follows:

The mission of the Mary L. Blood Memorial Library is to provide the residents of West Windsor of all ages meaningful opportunities for life-long learning through books, periodicals, electronic media, and year-long programming. Additionally, the Library strives to partner with local organizations to strengthen and enrich our community.

Discussion focused on how to define and operationalize phrases such as 'life-long learning' and 'partnering'.

The meeting then turned to a brain storming session to surface ideas that would realize the goals of the mission. It was agreed that we would develop a wish list and then determine the individual items' costs which would lead to a winnowing of the ideas to achieve an affordable and doable set of actions for 2020. Ideas broadly fell into two categories: library operations to achieve life-long learning opportunities and collaboration to build community. A number of people voiced the opinion that we do not really know what the community wants but it was agreed that further surveys would not be feasible or desirable.

Library Operations to achieve life-long learning ideas:

1. Extend hours the library is open
2. Expand IT capacity with laptops and work stations for community use
3. Utilize current building capacity and facilities optimally
4. Update collection
 - a. Automate the card catalog, i.e. move from paper to a database or application that is compatible with the Vermont Inter-Library Loan program
 - b. Determine what in our current collection is worth keeping and remove the rest
 - c. Expand our capacity to provide audiobooks and e-books
 - d. Become an active participant in the Vermont Inter-Library Loan program
 - e. Subscribe to periodicals and databases that would appeal to the community

Collaboration to build programs that would enhance the community ideas:

1. Teach courses that would appeal to all ages from "How to Use your Computer" to "When Should I enroll in Social Security". It was agreed that these would be offered free as an incentive to use the library rather than as revenue sources.
2. Work with community partners to co-sponsor programs including the West Windsor Historical Society (WWHS), the Albert Bridge School (ABS), Ascutney Outdoors, Brownsville Butcher and Pantry, and elements of the town government, e.g. the Highway Department.
3. An active volunteer program should be developed in order to provide coverage for the expanded hours as well as to build a constituency for the Library.
4. Displays about West Windsor's history and present should be developed with WWHS or ABS and placed in the Library.
5. Events sponsored by other town groups, e.g. Friends of the MLBML, the Writers' Group, etc., should be encouraged to use the Library space.
6. Marketing the new Library programs and operations will be important to raise community awareness and support.

Lively discussion followed during which many good ideas were offered. The group multi-voted and selected the following three top initiatives which were consistent with the survey findings and the comparative VT library data messages:

1. Extend hours of operation to Tuesday, Wednesday, and Thursday 3-7PM and Saturday 9-12. This would be a nearly doubling of our current open hours.
2. Develop a schedule of monthly programs which would feature speakers and as far as possible, be co-sponsored by another town organization, and publicize them widely. Each Board member would bring guests to ensure a crowd.
3. Develop a plan for improving the collection that would address curating the books, automating the catalog in a manner compatible with the Vermont Inter-Library Loan program, and substantially strengthening our capacity in audiobooks, e-books, and databases.
4. Develop a plan to enhance the IT capacity we offer to the community in the form of lap tops/desktops and work space to support computer use.

Next steps and point persons:

1. Michael and Chris will develop a budget outline for 2020 and will complete line items as the following initiatives become finalized:
2. Matt will work with Peter to develop a plan for monthly evening programs and speakers to begin in January, 2020. This will include suggestion for scheduling (e.g., First Thursday at MLBML) and snow dates/contingency plans.
3. Peter will develop a 2-3 year plan for improving the collection along the lines in #3) above (multi-voting results) providing specific actions and goals for each year.
4. Dave will develop a plan/budget for adding computing capacity and work areas for community users.

The September meeting will feature reports on these four initiatives and the Board will have the opportunity to adopt an operating plan and budget for 2020.

Michael was thanked for his work and leadership in facilitating this critical aspect of the Trustees' responsibility for library stewardship.

Next Trustee Meeting: Wednesday, September 25, 6pm, at the MLB Library.

Adjourned: 8pm

Respectfully submitted,
Chris Wagner