

Mary L. Blood Library Trustees' Meeting
December 21, 2017

Present: Trustees Tom Kenyon, Edson Pierce, Chris Wagner, Mary-Anne Boyce, and Librarian Mary Jane Wentworth

Excused: Richard Beatty

Meeting commenced at 4:05 pm.

Minutes of November 16, 2017 were accepted with the exception of one change: Christine Wagner and Mary-Anne Boyce were present at the November 16, 2017 meeting.

Two additions were made to the posted agenda: Old Business (Flag Pole update); New Business (Request to approve Mary-Anne to sign the VT Sales Tax form); the order of the agenda was changed to work on budget items first. Tom asked Mary-Anne to act as secretary for this meeting.

LIBRARIAN'S REPORT

December 21, 2017

We have received five applications for the position of Librarian. I composed a job description for the librarian to present to the trustees for review.

The remainder of the book order has come in and I will be reporting all new books to the Vermont State Library.

Martha Harrison left a copy of the Notice of West Windsor Water Ordinance which was adopted by the Selectboard on December 11, 2017 and asked that it be posted here at the library.

There was a phone message from Rebecca White who works for Suncommon, a solar energy company. She asked if she could use our library space for a formal presentation (about an hour long) sometime at the end of February. She is doing several events in the Windsor area from January through March. I'll respond to her request after the trustees' meeting.

I have been working on the FY2017 Public Library Statistics Survey which is due on January 8, 2018. I also have written the annual library report, which is complete except for the name of the new librarian. We received a \$100 donation for the Mary Blood Library and it is very much appreciated.

I purchased a 25 lb. bag of ice melt and some white copy paper. We are using the last black ink cartridge so will order that.

Respectfully submitted,
Mary Jane Wentworth

The Board approved the request of Suncommon to do a Presentation in the Library. Donation suggested.

Budget:

After considerable discussion it was decided:

1. The goal is to keep the Library open 12 hours per week with 8 hours paid and 4 hours volunteer or thru other means (programs, other non-taxpayer funding)
2. The pay for the Librarian will follow the town base of \$18.00/hour
3. The Librarian position is pay only.
4. The amount of funding to be requested in the town warning was reduced from \$15,200 in 2017 to \$14,000 for 2018 reflecting the board's sensitivity to the fiscal constraints on the upcoming town budget. Mary-Anne will rework the proposed budget separating items to be paid using tax dollars from those items that will be funded through other means (sinking fund, donations, and grants). There will be further discussion at the next regular board meeting.

Librarian's Job description was approved. A copy will be available at the library.

Executive Session: (5pm – 5:45pm) Reviewed resumes for the Librarian’s position.

It was decided that the full board will do interviews for the Librarian’s position, in Executive Session, on: Tuesday, January 2, 2018 at 4pm; Wednesday, January 3, 2018 at 4pm; and Thursday, January 4, 2018 at 4pm. Initial candidates will be notified.

The town standard probationary period of 3 months will be followed. Mary Jane will be paid to train the new librarian. If she is available, Mary Jane indicated that she is willing to serve as backup to the new librarian.

Tom read the Library’s request to the Select board for an article to be placed on the 2018 Town Warning:

“Shall the Town vote the sum of \$14,000 as a donation for the support and maintenance of the Mary L. Blood Library with such funds to be raised by taxes?”

It was approved as read by the Board.

OLD BUSINESS:

1. Status of the proposed “Special Technology Programs” for assisting townspeople on computer use/ laptop use/ smartphone use: no additional information at this time (note: the Board is very supportive of this program)
2. Status of Flag Pole installation: to be done in the spring.
3. Status of new storage shelf in the entry hall of the library: to be finished in January.
4. Status of placement of newly framed photographs: to be done in January.
5. Status of Friends Group formation: Mary-Anne will be the representative of the Board; Matt Birmingham has generously offered to review, at no cost to the library or town, all of the legal paperwork for the formation of a 501 c(3) corporation when it is ready. The Board expressed appreciation for his offer. Work will begin in earnest on the formation of this group in January or by early February.
6. Status of Automation of Library: no further information presented
7. Status of Light over the entry: Further discussion at the next meeting about rewiring or different placement options to address safety and cosmetic (bugs in summer) issues.

NEW BUSINESS:

1. The request by Mary-Anne to sign and submit the form to the Vermont Tax Department to establish the MLB Library as a Sales tax site was approved. The sales tax on books sold during 2018 can then be submitted. (It was discovered at the Trustees & Friends Conference in November, that unless an entity is a 501c (3) organization, sales tax is due to the State of Vermont IF a price is set for items sold. Since there is NO sales tax due if donations are requested instead of a price set, this should be the ONLY time the Library should have to send sales tax to the State of Vermont. Future Book Sales will be by donation only. The total amount of the tax due is less than \$30.00.)

Meeting Adjourned: approximately 6:15pm.