

Mary L. Blood Library
Trustee Meeting
Minutes 12/20/2019

Attendance:

Trustees:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dick Beatty	E	P										
Tom Kenyon	P	P										
Edson Pierce	P	P										
Chris Wagner	P	P										
Mary Ann Wentworth	E	P										

Librarian	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Lynn Esty	P	P										

Guests	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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Call to Order: 3:54pm

Welcome Guests: Win Johnson.

Minutes: It was moved by Tom Kenyon, seconded by Mary Jane Wentworth, and carried unanimously to accept the November, December, and January minutes.

Changes to the Agenda:

Librarian's Report: Lynn Esty read the report. The Trustees accepted the report with thanks. In answer to Lynn's question about the Bodart order, Chris instructed Lynn to coordinate the order with the Town Clerk. Lynn also noted that the VINS pass needed renewal. The pass costs \$150.00 and was used by 5 patrons. It is unknown how many people actually visited VINS using the pass (the pass allows entry for four people each visit). While the Trustees support this as a library resource, the cost/use ratio is steep. Lynn will ask the Friends if they would fund the VINS renewal. If the Friends decline, the Trustees will fund.

Old Business:

1. Maintenance

Bulkhead: Tom reported that repair is pending spring thaw.

Air Conditioner: Tom is trying to get one estimate for the various town buildings/organizations. An estimate for the library alone is approximately \$6,000.

Flagpole: Tom reported that work on flagpole is pending spring thaw.

Gutter over front door: Tom is getting estimates from roofers.

Motion sensor: Tom will be talking to electricians about installing the detector over the front door as a safety feature for staff and patrons.

Storage shelving: Cabinet doors have not yet been installed. Chris Wagner will contact Mike Esty who received money for the materials, and volunteered his labor, including installation.

Fax set-up: Adam Wagner has expertise as a telephone line/repairman/IT installation repair and maintenance. He will do the connection and prepare the machine for use.

Use of tape/posting materials: Tom reported that the library is no longer designated as an official town posting site due the limited hours of operation. Lynn was guided that materials posted with scotch tape are to be removed and that no new postings were to be put up with tape. Chris Wagner will coordinate finding an appropriate bulletin board with Lynn.

2. Transfer of Library to Town

The Trustees reviewed the proposed memorandum of understanding (MOU) between the Trustees and the Select Board. The Trustees, after discussion to ensure clarity of understanding, signed two copies of the MOU, giving them to Win Johnson to facilitate action post-Select Board review on February 25. Dick Beatty asked attorney John Springer to do a title search, which found the town had given the library trustees title in 1901. Pending town approval, the Trustees will sign a quit claim deed on March 5. The Trustees thanked Dick for assuming the expense of Mr. Springer's work. Win asked if each of the Trustees would let him know before Town Meeting as to their willingness to serve as a Trustee if appointed. The five Trustees verbally expressed willingness to Win. It is anticipated that the Trustees will speak at Town Meeting in favor of the transfer. The Trustees expressed thanks to the Select Board and Town Attorney Matt Billingham for their efforts on the transfer. The Trustees believe that the transfer is in the best interest of the library's growth and sustainment as a robust community resource.

3. Petty Cash Procedure: The petty cash procedure has been instituted. The funding amount of \$25.00 will be replenished once it reaches \$10.00 or less. Lynn will ensure that receipts are submitted with replenishment requests to the Town Clerk.

4. Policy Manual: Postponed until after Town Meeting.

5. 2019 Library Report to the Town: The report was submitted

New Business:

1. Friends of the Library:

The Trustees reviewed informational folder about the library created by the Friends.

There was a single request to remove the librarian's name, and a suggestion to not include individual names on the trifold. Suggestions for distribution (including local realtors, the Resort) will be forwarded to the Friends.

The Friends also would like to provide a rug for the children's room. The Trustees noted that they are appreciative of the offer, but would like to delay action until the room is decluttered.

The Trustees discussed strengthening the good relationship that already exists between the Trustees and the Friends. To that end, Chris will send an email to the Friends through Penny Bliss that interested Friends are welcomed to attend the Trustee meetings.

Mail for the Friends comes to the library's mailbox. So that their mail is secure, it will be kept in the librarian's desk (middle drawer) until picked up.

2. Space utilization: The Trustees expressed that space is at a premium in the library. To that end, after discussion, the librarian was instructed to discard the books of state statutes (there is a hard copy kept at the Town Hall and they are also available online) thus freeing up several book shelves. The librarian was also instructed to remove the three free-standing bookcases in the children's room. These do not support the historical integrity of the building and reduce the utility of the room due to size and placement. Placement of the large print books was discussed with the decision to leave them where they are.

3. Cleaning/maintenance: The Trustees discussed a major spring cleaning of the library. The Friends have expressed interest in participating. Details will be determined at a later date. Tom will coordinate washing of windows with the town. Edson Pierce noted that the black window glazing is negatively affected if the wrong type of cleaning fluid is used. Further discussion about this issue will be held at a later meeting. It is hoped that the town's custodian will assume responsibility for routine cleaning of the library after Town Meeting; this is currently done by the librarian. Tom and Edson noted that they will continue to shovel and sand the sidewalk pending result of Town Meeting decision about the library transfer.

Executive Session: The Trustees were in executive session from 5pm to 5:10pm.

4. Librarian performance review: Chris shared with Lynn that the Trustees have assessed her performance as satisfactory for calendar year 2018.

Adjournment: 5:15pm
Respectfully submitted,
Chris Wagner