

Mary L. Blood Library
Trustee Meeting
Minutes 7/20/2019

Attendance:

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

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

Key: nm = no meeting

Call to Order: 9:00 am

Minutes: The minutes of 6/15/19 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: There was no librarian's report. Chris will pull the information together and present a combined report for May through July for the August meeting.

Old Business:

1. Maintenance

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

Air Conditioner: The air conditioner has been delivered by Matt. It needs to be installed in a window with a nearby electrical outlet.

Gutter over front door: Tom reported that the gutter has been installed.

2. Policy Manual – Deferred.

3. Space Utilization – Deferred

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

5. Transfer of Library to Town: The deed has been signed by all Trustees. Matt will have it recorded. Dick stated he will pay John Springer's bill once received.

6. Orientation for the Trustees – Deferred.

7. Bylaws for the Trustees – Deferred.

8. Librarian recruitment update – Interviews were conducted with the three candidates who applied for the part-time Librarian position. The Trustees went into executive session to discuss the findings of the interviews. Decisions were reached and the Trustees came out of executive session. The successful candidate's name for Librarian will be recommended to the Select Board at their July 29 meeting. The Trustees will also request the addition of two per

diem librarian positions for coverage of Librarian absences. The cost would be neutral since the additional positions are per diem and so would not have hours associated with them. Since the Trustees will have provided 72 hours of library coverage by then, there would also be monies available within the expense budget for orientation and training hours as needed, appropriate, and approved by the Trustees.

9. Friends of the MLB Memorial Library - The 4th of July Book Sale and Raffle were reported to have been successful. Over 60 people of all ages visited the library on July 4. The bear head was an especially popular attraction.

New Business:

1. Coverage for the Librarian – Courtney is covering Saturday, July 20. Dick and Matt will cover Wednesday, July 24 and Tom will cover Saturday, July 27. It is anticipated that the Librarian would be available to start work thereafter. Chris again thanked all for their dedication in keeping the library open for use by the West Windsor community and visitors.

2. Vital Communities Valley Quest – Courtney shared materials on the Valley Quest and highlighted the Daniel Cady Quest. Copies of both will be available at the library.

3. Planning- Michael shared the results of the library's Voice of the Customer opinion and data gathering survey:

- *52 residents of West Windsor completed a survey

- *60% had not been in the library during the prior year

- *Main reasons for not using the library included limited/inconvenient hours and poor quality and organization of the collection.

- *Suggestions for how the Library could better serve the town:

 - 70% asked for more hours, primarily in the evening

 - 40% asked for an expanded and up to date collection including books, ebooks, audio books, and videos.

 - 35% asked for programs including children's story hours, poetry readings, local authors, TED talks by town residents, and collaborative efforts with ABS, the WWHS, and nearby town libraries.

 - 10% wanted better access to interlibrary loans

 - 10% wanted better marketing and information about the library

Michael facilitated a robust discussion about the survey results, comparative data from the state of Vermont library statistics, and the Vermont Department of Libraries 8 Principles of Library Service. It was noted that more time was needed for further discussion. Courtney volunteered to work with Michael on a draft mission statement for review at the next Trustee meeting. Consensus was reached that the August Trustee meeting will be two hours (6-8pm) on Wednesday August 21 to accommodate Trustee schedules. The major focus of the meeting will be annual library goals, actions, and budget. Michael was thanked for his work and leadership in this critical Trustee responsibility of library stewardship.

Next Trustee Meeting: Wednesday, August 21, 2019, 6-8pm, at the MLB Library.

Adjourned: 10:05am

Respectfully submitted,
Chris Wagner

