

Mary L. Blood Library
Trustee Meeting
Minutes 6/15/2019

Attendance:

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

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

Key: nm = no meeting

Call to Order: 9:00 am

Minutes: The minutes of 5/18/19 were accepted without change. Tom is looking for his notes of the April meeting. Minutes and attendance will be updated at that time.

Changes to the Agenda: Tom requested that an update regarding the gutter over the front door be added to the agenda as old business. Matt requested that an update about the deed transfer be added to the agenda as old business. Chris requested the additions of renewal of the Library Journal, coffee pot availability, a letter from the Friends of Library, and transfer of non-book assets to the Friends.

Librarian's Report: There was no librarian's report. Chris will pull the information together and present a combined report for May and June for the July meeting.

Old Business:

1. Maintenance

Bulkhead: Tom reported he received an estimate of \$800.00 for a new bulkhead and installation. Michael made a motion, with Tom seconding, to move forward with the new bulkhead based on this estimate. The motion was carried. Tom will continue to coordinate this library building improvement.

Air Conditioner: A brief discussion continued from last month's meeting about supporting the comfort of library patrons during warm weather months. Michael made a motion, and Tom seconded, to accept Matt's offer to donate and install two window air conditioners. The motion was carried, and the Trustees expressed appreciation.

Gutter over front door: Tom reported he received an estimate of \$450.00 for a copper drip edge and installation over the front door. Tom made a motion, with Matt seconding, to accept the estimate and proceed with the installation. The motion was carried. Tom will coordinate this library building improvement.

Fax set-up: Chris reported that the Adam Wagner completed installation of an electrical plug and wiring that will permit the fax to function. Use of the fax machine is a new benefit of use to library patrons. The Trustees expressed appreciation.

Posting materials: The bulletin board was installed by Adam Wagner inside on the left side of the front outside door. The bulletin board enables viewing of local, state and national informational materials that is easily accessible by library patrons. A policy regarding posting of materials will be developed when the Trustees address the library's policy manual.

2. Policy Manual – Deferred post- strategic planning.
3. Space Utilization – Chris asked the Trustees to consider how the library's collections could be more efficiently consolidated. Further discussion was deferred.
4. Cleaning/ Maintenance, including a "big clean": Decluttering has been initiated to prepare of a major cleaning of the library. These activities are being done to support the historical ambiance of the library and to creation of an environment that invites library patronage. A decision about the date of a "big clean" was deferred.
5. Transfer of Library to Town: Matt reported that a deed was delivered. He will coordinate its execution with Dick. Matt continues to explore the answers to (1) who owns the contents of the library, and (2) whether the Trustees would recommend dissolution to the Select Board if the library was not able to be maintained.
6. Orientation for the Trustees – Deferred post-strategic planning.
7. Bylaws for the Trustees – Deferred post-strategic planning.
8. Librarian recruitment update – Chris reported that recruitment efforts resulted in two letters of interest with resumes. Chris will coordinate interviews for the two applicants. Michael reported that Tony is unable to assist at this time.

New Business:

1. Coverage for the Librarian – Lynn Birmingham and Tom will share coverage on Wednesday, June 19. Chris will cover Saturday, June 22. Due to Michael's family emergency today, June 15, Chris and Tom will share coverage. Coverage is needed for Wednesday, June 26. Chris is scheduled to cover on Saturday, June 29 and Wednesday, July 3. Chris noted that Maryanne Boyce of the Friend of the Library covered Wednesday, June 12. The Trustees expressed appreciation. Chris thanked all for their dedication in keeping the library open for use by the West Windsor community and visitors.

2. Vermont State Park Pass – Chris reported that the pass has been received. The pass is provided by the state at no cost to the library. The pass entitles one vehicle with up to 8 people to visit a Vermont state park, and one family or up to 8 people to visit a Vermont historic site. The pass is available to registered library patrons following the regular loan procedure.

3. Association for Rural and Small Libraries membership renewal – Chris shared the renewal notice for this association. Cost is \$15.00 per year. Primary benefits are for the librarian through professional networking and professional development. In addition to the benefits resulting from a more skilled librarian, Library patrons and the community of West Windsor would have a voice for rural and small libraries on the national library scene. Michael moved to renew this membership, with Edson seconding. The motion was carried.

4. Library Journal renewal – Chris shared the renewal notice for the Library Journal subscription with is a standard resource for librarians. The cost of renewal is \$157.99 per year. Tom moved to renew the journal, with Michael seconding. The motion was carried.

5. Friends of the MLB Memorial Library – Chris shared a letter received from Penny Bliss, President of the Friends. Of note: Friends is now a 5-1c-3 non-profit and can fund raise monies to cover

special events, book purchases, and other non-operational expenses as determined by the Librarian and the Trustees as outlined in the existing Memorandum of Understanding between the Trustees and the Friends; preparation for the July 4 book sale are underway and a process of careful pre-sale sorting and post-sale distribution of books is being refined; a "Little Library", which Postmaster Scott Hammond granted permission for installation at the post office, was donated by Karen Diop to the Friends who will maintain and stock it; Friends will rotate, when available, attendance at meetings of the Trustees; minutes of the Friends meetings will be shared with the Trustees to enhance communication and collaboration. On a personal note, Penny added she felt her late husband and former Trustee, John Cocke, would be pleased and supportive of the direction being taken by the library.

4. Transfer of non-book assets to the Friends – Chris shared that she and Penny discussed transferring to the Friends six Effanbee president dolls donated to library, a painting of President John F. Kennedy found in the library's basement and a set of large bookcases on wheels. The dolls and painting would be used for fund-raising purposes. The bookcases would be used for off-site storage of donated book sale books. Penny was agreeable. Michael moved, and Matt seconded, that the dolls, the painting and the bookcases be given to the Friends, and that monies raised through sale of the dolls and paintings would be used for a purpose designated by the Trustees. The motion was carried.

5. Strategic Planning- Michael distributed and reviewed four items to guide strategic planning: a suggested planning process, the minimum standards for Vermont public libraries, comparative 2018 for libraries in towns of less than 2000 people, and a proposed survey to obtain the community's needs and wants regarding library services. Michael requested that the Trustees respond to him within the next week with suggestions for survey revision and ways to distribute the survey to best obtain community input, and suggestions for mission/vision statements before the next meeting. Michael moved, and Matt seconded, the following timeline for strategic planning:

- June – Trustees discuss the process, and agree on a timeline and next steps;
- July – Review and approve the mission/vision statements (Michael with draft), and report on the opinion and data gathering;
- August – Two hour meeting to decide on annual goals, actions, and budget, and a subsequent review of decisions with the Select Board;
- September – Finalize plan and distribute to stakeholders including but not limited to the Planning Commission, Select Board, and West Windsor community.

The motion was carried. Michael was thanked for his work and leadership in this critical Trustee responsibility of library stewardship.

Next Trustee Meeting: Saturday, July 20, 2019 at the MLB Library.

Adjourned: 10:15am

Respectfully submitted,
Chris Wagner