

Mary L. Blood Library
Trustee Meeting
Minutes 5/18/2019

Attendance:

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

Key: nm = no meeting

Call to Order: 9:00 am

Minutes: There were no minutes to review. Tom is looking for his notes and will write. Attendance will be updated at that time.

Changes to the Agenda: none

Librarian's Report: Lynn Esty read the report. The Trustees accepted the report with thanks. Michael asked about this year's Vermont Reads program. Lynn reported that the books (March One by Lewis, Aydin & Powell) have been received. The book is a graphic novel written at the 6th grade level. Lynn suggested the Trustees visit the Vermont Reads website <https://www.vermonthumanities.org/vermont-reads/vermont-reads-2019/> for ideas about managing the event. She noted that last year the library had a float in the July 4 Parade and books were distributed then for the Town-wide Read. It was also suggested that the Albert Bridge School librarian be contacted regarding coordination with the school about the Town-wide Read and the Summer Reading Program. All materials about the Summer Reading Program have been organized into a folder by Lynn. In answer to Lynn's question about the Bodart order, Chris instructed Lynn to coordinate the order with the Town Clerk. Lynn noted that Beth and Mary Ann will continue to volunteer and plan to finish the shelf labels on the books. This project will facilitate book entry once the MLB Library is automated. Lynn also noted that the VINS pass was renewed for the library by the Friends. The pass cost \$150.00. The Trustees expressed their gratitude for the generosity of the Friends. Lynn offered to assist with any interlibrary loans after her resignation.

Old Business:

1. Maintenance

Bulkhead: Tom reported a new bulkhead is needed. There is no fixing the current one. He will obtain quotes.

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. Matt offered several window air conditioners that he has. The Trustees expressed appreciation. A decision about air conditioning was tabled.

Flagpole: Tom reported that work on flagpole is on hold pending determination of how to best allow for maintenance of the flagpole once it is installed.

Gutter over front door: Tom is getting estimates, as the roof requires a particular type.

Motion sensor: Tom reported the motion sensor light has been installed and is operational.

Storage shelving: Lynn reported that the shelving and cabinet doors are completely installed.

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: A bulletin board was ordered and received. It will be installed inside on the left side of the front outside door.

Cleaning and Maintenance: Brenda Day will be doing the floors. Tom will be doing the mowing and trimming of the lawn.

2. Transfer of Library to Town: Matt and Dick reported that they are waiting for the deed. This will enable the finalization of the transfer to occur. The question of who owns the contents of the library was asked. Discussion led to no clear answer. This led to another question about if the library was not able to be maintained, would the Trustees recommend dissolution to the Selectboard. Matt will investigate and report back.

New Business:

1. Orientation of the Trustees: Chris noted that there was not a formal orientation for the Trustees as it has been a "learn as you go" experience. There was a brief discussion about how the Trustees have operated in the past. Chris noted that this is a time of opportunity for the Trustees to create an orientation that fits with the new library structure and Trustee composition.

2. Bylaws: Lynn had created folders with pertinent materials for Trustee bylaws and policies and procedures. Chris will forward to the Trustees a bylaws and policy draft that was reviewed and discussed last year.

3. Officers of the Board: Chris noted that she had become the acting Chair when the library treasurer tendered her resignation and Tom assumed those responsibilities. Now that the town treasurer would also be the library treasurer, Tom has been relieved of those duties. Michael moved, Matt seconded, and it was carried that Chris become the Trustee Chairperson, Tom become Vice-chair, and Cathy Archibald (as town treasurer) become the library treasurer. Determination of other positions and responsibilities was deferred until bylaws and policies are determined.

4. Strategic Planning: Michael has extensive experience and interest in strategic planning. Chris asked Michael to Chair a strategic planning subcommittee. Michael agreed, and by acclamation the designation was carried. Michael will bring a simple strategic plan template to the June meeting. Courtney noted the town planning materials did not include the library. In the interest of furthering and strengthen library integration into the community as a vital asset, it was suggested that the library be included in the town planning committee survey next year. A Voice of the Customer (VOC) survey of the Friends and volunteers was also suggested. These activities will assist the Trustees to align the library's strategic plan with community interests and the town's vision.

5. Librarian Resignation: Lynn submitted her resignation effective today, having secured a permanent full-time position with benefits. Dick moved, Tom seconded, and it was carried that the

Trustees accept her resignations with regret and thanks. A discussion regarding recruitment efforts and coverage to maintain open library hours until a new librarian is hired resulted in the following actions:

- a. Lynn will notify the Windsor County Library Association (via Amy McMulland, Hartland Library) of the opening and will provide them with the job description.
- b. Chris will contact the Town Administrator, the Vermont Library Association and the Friends for assist in advertising the opening.
- c. Matt stated that his wife Lynn volunteered coverage for Wednesdays, starting 5/22. The Trustees accepted this offer with thanks.
- d. Michael will contact Tony to see if he is willing to step in on a temporary basis.

Next Trustee Meeting: Saturday, June 15, 2019 at the MLB Library.

Adjourned: 10:00am

Respectfully submitted,
Chris Wagner