

Mary L. Blood Library Trustees' Meeting
November 16, 2017

Present: Trustees Tom Kenyon, Edson Pierce, Richard Beatty, and Librarian Mary Jane Wentworth

Excused: Chris Wagner, Mary Anne Boyce

Meeting commenced at 4:03 pm.

Minutes of October 19, 2017 were accepted with the exception of one change: Mary Anne Boyce and Mary Jane Wentworth were to take steps to find a new librarian.

LIBRARIAN'S REPORT

November 16, 2017

I gave notice at the last meeting that I would be stepping down as librarian. I will stay until a replacement is chosen and will help in the future when needed. With help and advice from Mary Anne (Boyce) I put a notice for the librarian position in the *Front Porch Forum* and *Facebook*. Several flyers have been placed around town. Two resumes have been submitted so far and several other people have expressed interest to Mary Anne.

We are having an ongoing tote bag sale (\$1.00 per tote bag) of selected books for sale. We have \$54.57 in petty cash.

Part of our book order from Baker and Taylor arrived yesterday. We received 16 new books which came to \$192.80. Miscellaneous accessories (laminated covers, mylar jackets, book pockets, spine label, shelflist cards, main entry cards) cost \$20.03, making the total amount due \$212.83. Four more books are backordered and will arrive in December.

The outside windows have been washed. There is an outside light bulb which needs to be replaced.

There were two tattered old photos of the Town Hall on the shelf here in the library. They have been reproduced and framed. Both pictures are in one frame which will be hung in an appropriate spot in the library.

We have had some people come into the library just to look around or to check out the new rest room. Our circulation activity is still rather low but I have noticed a number of people like to just come in and chat for a while. I'm going to spread the word that we have new books and hope that will attract more people.

Respectfully submitted,
Mary Jane Wentworth

Special Business: Win Johnson visited our meeting to see if the trustees would be interested in a program to assist senior citizens in their homes or at the library. One such program was computer assistance. The board expressed their interest in this program and wondered if this program could be done Wednesdays/Thursdays. Win offered up several suggestions of local "computer experts" to assist us in offering such a program. The Trustees were enthusiastically in favor of such a program and/or programs. These programs would be offered by volunteers and the trustees thought there would be no great financial impact on the library budget.

We discussed the pros and cons of starting a 501(c)(3) for the purpose of organizing a Friends of the Library group. This would allow individuals to give tax deductible donations. This means the library is not allowed to accept tax deductible donations according to Vermont Statutes. To assist the trustees, Mary Anne presented a four-page conference report of the Vermont Library Association: 2017 Trustees and Friends Conference held at Champlain College on November 4, 2017. Trustees will review this report to assist them in planning and budget. Mary Anne will further investigate the process of obtaining of 501(c)(3) status and will report back at the next meeting.

Old Business: We discussed installing shelving in the entry way/rest room area. The flag pole will likely be done next spring.

Job description for the librarian was discussed. Mary Jane and Mary Anne will write up a description to be presented at the next meeting.

We need to clarify the paid hours for the librarian and the amount of pay versus volunteer help to cover additional hours.

We briefly reviewed the expenses in 2016 and we will be updated in December on the 2017 expenses. With the rest room work nearly completed the trustees will review the budget of maintenance and improvements. Other parts of the budget were reviewed and we found no great savings or additional expenses in budget line items. No capital expenses were suggested.

Trustees pondered whether additional computer resources might be needed. Would the Friends of the Library be able to assist in this area?

The status of the library was debated as to whether the State would be able to dictate by statute operations and the facilities of the library.

The 2018 budget: –we need input from the treasurer for the December meeting.

B. J. Harrington will prepare grounds for winter.

We received the reframed pictures of the town hall. The pictures are in one frame and it will be hung over the door to the children's' reading room.

New Business: Generate the 2018 Town Meeting warning article concerning Mary L. Blood Library. We observed the new dark stain of the historic building next door and all approved.

We set the next meeting date for December 21, 2017.

Meeting adjourned at 5:20 p.m.

Tom Kenyon, Secretary