



Blake Memorial Library  
Board of Trustees Meeting  
October 22, 2019

Attendance: Linda Weiss - President, Jane Connor - Vice President, Anne McKinsey, Shirley Montagne - Treasurer, Miranda Moody Miller - Secretary

Meeting called to order: 6:36 pm

Review of August 20 meeting minutes

Motion to approve minutes - Miranda. Second - Jane. Approved 5/5.

Treasurer's Report:

Shirley attended grant workshop for the administration of the Vermont Community Development Program.

Earlier we received a notice from In October 2016 there was a split off from Honeywell of a new Company called AdvanSix. This company manufacturers polymer resins. Currently we have 2 shares. The corporation offered to buy these 2 shares to reduce their bookkeeping. The current market price of these shares are approximately \$26. There are no dividends. To take advantage of this offer, the offer has to be taken by October 18, 2019 and the board voted to accept the offer.

We are up to date on Holland Fund disbursement and have received the Topsham disbursement for \$2,500.

Motion to approve Treasurer's Report - Jane. Second- Miranda. Approved 5/5.

Renovation Committee-

Town had special meeting Monday Oct 28, 2019 in which they approved the Corinth Town Plan. The approved Town Plan is crucial for completing the application for the Vermont Community Development Program grant for \$75,000. The Corinth Selectboard signed off on the Environmental Review on Oct 14. Since we have to wait 15 days after approval to bid, Monday October 28 is scheduled to go out to bid.

Jay White has provided an additional contract for \$2280 for his services in the bid process. It was recommended by the renovation committee to hire him. The board approved the contract.

-Moving storage quotes - tours - 2 gave quotes. 2 did not respond:

- Action Moving and Storage - moved the State Libraries (carts system) - gave price of \$36K
- Connecticut River Moving Co. - \$18,250 (+\$1,000/month storage). May be cheaper due to cull. Shirley will check on the storage fee being prorated on a partial month.

-Motion to approve Connecticut River Moving Co. for purpose of packing, moving, and storing library contents during renovation - Miranda. Second - Jane. Approved 5/5.

-Asbestos tiles in boiler room will need to be removed prior to start of renovation construction. Brad Wheeler provided asbestos company recommendations and Shirley will explore and set up appointments for pricing. All asbestos removal will be done during off hours for safety.

-The schedule for construction bids starts on Oct 28 – pre-bid meeting Nov 5th, bids due Nov 26. Dec 3 is scheduled for bid openings in order for contractor to have time to plan for start on January 2, 2020. As the December board of trustee meeting is scheduled early due to holiday schedule, it was decided to combine the December trustee meeting with the vote on contractor bids. Jay White will be in attendance for that portion of the meeting. Bid advertising will be posted across the state: Upper Valley, Burlington, etc.

Vermont Arts Council grant application was denied. Shirley inquired and the answer was: they had received a lot of applications for access modifications and elevator, we were missing a “heart-felt story” in our grant application and wanted a second quote on the elevator (Shirley explained that there is only one supplier in Northeast New England). They encouraged the library to apply again; they liked our design.

#### Library Cull

Christiane discussed those items (i.e. which bookcases, sizes, etc.) that are on the cull list. With winter approaching, a tag sale is not practical. Lisa and Anne could store in their barn space. Miranda will take the large table.

#### Interior Design Committee

The group has been meeting with Novello furniture representative. She will come up with some suggestions for furniture additions, etc. based on potentially having to merge with current furniture (style, colors, etc) and will provide a range of quotations.

#### Book Cull

The book cull is done - except for books marked as missing. Books were removed from system, sold in the book sale, and remaining books disposed of. A new count will be available for the movers.

#### Governance

Jane submitted a chart with policies and where they are in the approval process. All policies have been approved in interim draft form except: Circulation, Collection Development, and Programming and Confidentiality Policy.

Quorum is an issue presently. We are a board of 5 now and our bylaws say we need a quorum of 5. Jane has suggested draft changes to the bylaws and passed out copies.

1. bylaws III.2: edit "3/4" to read "majority vote" and strike "and called for that purpose" - rationale: as long as it is on the agenda it has been "duly warned".
  - a. Motion to approve this removal - Linda. Second - Jane. Approved 5/5.
2. Bylaws IV.7: edit "board of 9 competent trustees" to read "board of 7 competent trustees"  
Adjust: VI.1.A, 2.C to reflect this change. With VI.1.C to read "5" instead of "7"  
VI.1.B. to be adjusted to read "5 of the 7" will be elected by the association with the 6th and 7th appointed by the towns of Topsham and Corinth.
  - a. Motion to approve these changes - Linda. Second - Jane. Approved 5/5.

Discussion regarding the process by which the town appointments takes place and the best process for this to ensure the bylaws are in alignment.

3. Bylaws VI.2.B. To remove 1st Vice President
  - a. Moved Jane. Second Shirley. Approved 5/5.
4. Bylaws VI.2.F. to be added: "The president of the Board of Trustees may not serve on the Personnel Committee."
  - a. Moved - Miranda, Second - Shirley. Approved 5/5.
5. Bylaws VI.3.C. to be revised "a quorum shall be defined as a majority of the trustees of the BML present at any warned meeting, and shall be required for the board to take any action."

Discussion of adding a required minimum of 3 trustees present in order to assure decisions reflect the board as a whole. Circumstances which this would involve were discussed.

Agreement that meetings of that size would likely be cancelled.

- a. Moved - Miranda, Second - Jane. Approved 5/5.

### Board Vacancies

Bylaws IV.6.G - allows board to appoint new trustees to fill vacancies until they can be elected.

Jane has contacted Peter MacMurray who resides half the year in Massachusetts. The question is whether attendance could be arranged through skype or other electronic meeting contact.

David Merrill - been contacted; not interested

### Committee Reports

#### Library Director's.

Moved to approve report - Shirley, Second - Jane. Approved 5/5.

#### Buildings and Grounds

Moved to approve report - Shirley, Second - Jane. Approved 5/5.

#### Technology

Tech Chair to write a thank you note for computer and printer donations.

Moved to approve report - Shirley, Second - Jane. Approved 5/5.

#### Fundraising

Motown Dance - Fundraiser for the Library- Anne proposed to fundraising committee and will schedule use of town hall (or rental \$50). End of February - 2/29.

Motion to delay volunteer luncheon until January or later due to renovation.

Moved - Linda, Second - Jane. Approved 5/5.

Motion to purchase chocolates for the volunteer luncheon per the EE fundraiser.

Moved - Miranda, Second - Linda. Approved 5/5.

#### Personnel Committee

Move to Executive Session - Linda. Second -Jane. Approved 5/5. 7:30 pm

Moved out of Executive session - 9:15 pm

Motion for \$1.50 raise to \$20 due to Certification - Jane; Approved 5/5

Motion to give a merit-based raise of 5% effective 1st of the year - Jane, Second - Shirley.

Motion passes 4/5.

Motion to provide raise of 4% to Kimberly effective 1st of the year - Jane, Second - Shirley.

Motion passes 4/5.

#### New Business

Linda will be submitting letter or resignation. Reasons discussed.

Motion to adjourn - Jane, second - Shirley. Motion passes 5/5.

Meeting adjourned at 9:23 pm