

President’s Annual Letter—Shirley Montagne, President

It has been my pleasure to serve as president of the Blake Memorial Library Board of Trustees during my final year on the Board. I want to thank retiring members Joi Winchell and Jen Spanier for their service, valuable input and committee participation.

It has been an exciting year as our fundraising efforts surpassed all expectations, we now have a schematic design of our much needed renovations, and our library has continued to grow as a community center under the guidance of our Director, Emily Heidenreich.

The Board of Directors and Steering Committee met with architect Jay White in early March to review the first schematic design. After a lively discussion, Jay took our suggestions and completed the first schematic design. This was approved by the Board of Trustees in early April and the Board approved hiring Jay for the second phase of converting the design into blueprints and obtaining cost estimates.

Finally, the Board can’t thank enough all the volunteers who manage the circulation desk, support our committees, produce the story hour and support many other functions that help our Library remain a vibrant part of the Corinth-Topsham community. We could not do this without you.

---

Governance Committee Report—Margaret Loftus, Chair

The committee proposed several revisions to the Bylaws and a new Open Meeting Policy for the Board to review and approve. An Open Meeting Policy based on the spirit of the Vermont Open Meeting Law, which formalizes how the Board of Trustees warns and conducts meetings to sponsor transparency was approved. The final version of the library Bylaws were approved by the Board in May 2018.

---

Building and Grounds Committee Report—Shirley Montagne, Chair

Maintenance projects have been limited to the most essential in view of anticipated major renovations using proceeds from the sale of the Clifford Building. The Board is very appreciative of Hank Buermeyer’s assistance on this committee. Hank donated new outdoor chairs in memory of his wife Andrea, and he also performed many other important grounds maintenance projects. Other outside improvements included trimming the cedar trees in front of the building and trimming large branches from the large pine tree on the north side.

---

Fundraising Committee – Sukie Hausmann, Chair

It has been a busy year and the Fundraising Committee is deeply appreciative for the all volunteers as none of these events would have occurred without them. To date our efforts have raised:

Blake Memorial Library – Annual Association Meeting April 24, 2018

Fund Raising Proceeds	2017	Jan - March 2018
Amazon Smiles	\$137	\$44
Book and Plant Sales	\$6,448	
Peck Art Raffle	\$679	
Garden Tea	\$1,787	
Apple Notecards	\$246	
Annual Appeal Letter (149 donors in 2017 and 126 donors in 2018 )	\$11,335	\$10,011
Spring Raffle Basket	n/a	\$510
Corinth Coffeehouse	n/a	\$367
Calendars	n/a	\$60
Totals:	\$20,632	\$11,992

---

Personnel Committee – Lynne Benjamin, Chair

The Personnel Committee was involved in forming a policy to standardize and formalize the processes of employment benefits and compensation for employees of Blake Memorial Library. This was accomplished and approved by the Board. The Personnel Committee's mission is to ensure that employees of Blake Memorial Library continue to be valued, respected and fairly compensated for the work they do for the library and community.

---

Development/Steering Committee – Shirley Montagne, Chair

The Development Committee was comprised of community and board members and our Director, Emily. This committee was suspended in April 2016 to allow Emily to acquaint herself with the library prior to working on future renovations. In June 2017, the Development Committee reconvened. The new charter was to research, discuss and recommend design services for Blake Memorial Library renovation. Using recommendations from other libraries who are planning or have completed renovations, 4 architects were identified. Each architect was contacted, provided our list of needed renovations and our 5-year plan. Three members of our committee (Lisa Locke, Linda Weiss and Penny Andrew) visited many of these libraries to find out how each library went through renovations and what they thought of their architect. In December 2017, the Development Committee recommended Jay White of Burlington to complete a schematic design. Jay spent time visiting the library prior to preparing his proposal, was highly recommended by libraries that he has worked with, and has a passion for libraries and historical preservation. His proposal cost was within our budget. At this point the Development Committee disbanded as their mission was complete. In February 2018, the

Steering Committee was formed consisting of many of the same members, with a new charter to assist in the planning and renovation process, provide feedback to the Board with recommendations for major decisions, and identify funding such as grants. In early March 2018, Jay provided the first draft of schematic design at a meeting with members of the steering committee and the board. He listened carefully and after a great discussion, incorporated changes into the plans that are presented today.

---

Treasurer’s Report—Lisa Locke, Chair

Blake Memorial Library  
Annual Meeting  
April 24, 2018, 7:30 pm

### **Treasurer’s Report for 2017/early 2018**

#### **CURRENT ASSETS**

##### ***The Funds***

	12/31/09	12/31/10	12/31/11	12/31/12	12/31/13	12/31/14	12/31/15	12/31/16	<b>12/31/17</b>
Blake	172,119	183,236	163,526	171,998	184,794	180,181	166,744	163,933	168,138
Gendrot	386,016	409,705	374,553	415,835	447,733	433,945	402,155	404,875	452,833
Holland	<u>274,217</u>	<u>307,680</u>	<u>282,794</u>	<u>304,957</u>	<u>347,254</u>	<u>358,519</u>	<u>346,946</u>	<u>354,999</u>	<u>410,306</u>
	832,352	900,621	820,873	892,790	979,781	972,645	915,845	923,807	1,031,277

#### **Other - Values as of 3/31/2018**

***Savings Bonds*** – Series EE bonds @ \$42,530

***Smith-Denison Savings Account*** - \$49,175 for capital/maintenance projects

***Stock*** - 72 shares Honeywell @ \$150 = \$10,800

***Checking account*** - \$9,548

***Available for planned renovations, from Clifford Bldg. sale*** - \$260,000

**OVERVIEW OF 2017 and 2018**

The Library's main source of income, the Blake and Gendrot Trusts and the Mary Holland Fund, have almost returned to pre-2008 levels. Their income made up **57%** of the Library's income last year. We received **34%** of our income from donations and other fundraising initiatives.

In addition, a generous anonymous donor has pledged \$10,000 per year for the next 8 years for health insurance for the Library Director.

We are grateful to the residents of Corinth and Topsham for voting the Library an additional \$1 per capita, for a total of \$5,086 in 2017.

For 2018 we have budgeted \$17,000 to be raised in fundraising initiatives.