



Blake Memorial Library
Board of Trustees
Minutes – February 13, 2018

Present: Jen Spanier, Lisa Locke, Lynne Benjamin, Emily Heidenreich, Catherine Whelan, Sukie Hausmann, Margaret Loftus, Shirley Montagne, Absent: Miranda Miller and Joi Winchell
Guests: none

Minutes Review and Approval: December 5 ,2017.

Reports and Discussion: (1hr and 30 minutes)

1. Treasurer Report - motion to move last year's surplus of \$8,500 to Smith Dennison Savings Account. Lynne B. moved, Jen S. Seconded. Approved.
2. Library Director Report (15 minutes) - Blake recently hosted the regional library directors meeting. Laura Keenan of VT Library Association noted that there is Board training is available. Emily has details. Technology upgrade is done. Faxing and scanning and color printing is now fast and easy!!! Library supporter Fu Chang is interested in sponsoring an essay contest with cash prizes for middle schoolers. Emily is working on a number of grants. Lisa Moves to approve Lynne Seconds. Approved
3. Committee Reports or Updates.
 - a. Fundraising Appeal letter going well, Coffee house is coming up on Saturday, Spring raffle basket is coming together. Will sell tickets at coffee house, town meetings and draw winner at Annual Meeting. Proposal to make the luncheon for the volunteers a board function. All in agreement. Consensus to plan it in the fall. Lisa L. Moves Lynne Seconds.
 - b. Governance: Brief review of previously discussed open meeting policy. Margaret moves, Lisa seconds. Policy Passed.
 - c. Buildings and Grounds (10 minutes) - Blocking front door to make more space has come up in design discussion. Emily feels we can't block it off till we have more parking as there is just not enough access. Consensus that we need to expand parking lot as soon as possible. Shirley will contact Byron Kidder the surveyor to confirm boundaries. Parking Lot project is separate from the renovation and can happen any time. Survey is first step then get RFPs . Will also need to call Town Selectmen and neighbor Lori Buik. Emily will call her as she has relationship.

Crack in foundation - feeling we need a foundation person rather than a general builder. Jay White was concerned. There is a general issue with how to handle general maintenance issues in conjunction with the renovation. Steering committee will take this up. Lisa moves Margaret seconds. Passed.
 - d. Steering committee - Great Progress! Second round of design in March. Margaret Moves. Catie Seconds
 - e. Personnel - No Report.

Old Business:

1. Nominations for Board of Trustees--Progress. Yvette Tomlinson will likely do it. Other ideas: Nate and Hillary Dunhoufer, Christianne Carroll.

New Business: 25 minutes

1. Agenda for Association Meeting on April 24, 2018, refreshments and other items - proposed design will be bulk of meeting. Committee chairs to do reports. Send to Shirley. **Margaret will plan activity that is book themed.**
2. Policy of closing for severe weather conditions - Emily gets to decide. Should post on website.
3. Pet Policy - issue with a few dogs recently. After discussion, decision made that we should have service dogs only policy. Emily will post on doors and speak to regular dog people.
4. Treasurer transition and backup - Lisa has done all bookkeeping since 201? getting more complicated and we need to find help either as volunteer or paid.
5. Current 5 year Strategic Plan is 2015 – 2019. Start process this year? NO not enough resources.

Next Meetings: April 10th , Association Annual Meeting Tuesday, April 24, 2018 7:30pm.

