



Blake Memorial Library

Board of Trustees

Minutes of August 21, 2018

Present: Sukie Hausmann, Christiane Carroll, Lisa Locke, Emily Heidenreich, Lynne Benjamin, Greg Renner, Hillary Dudenhoeffer, Anne McKinsey, Shirley Montagne, Miranda Miller, Cate Whalen

Guests: none

Correspondence: Thank you note from the Town of Topsham for the donation of wooden folding chairs that matched the town's chairs.

The meeting was called to order at: 6:35 p.m.

Minutes: Moved and seconded to accept minutes of June 19, 2018 and Special Board Meeting July 17, 2018.

Treasurer Report: Christiane will be taking over the bookkeeping and has made many improvements, some of which include renaming the checking and savings accounts to meet current use as well as streamlining reporting. The largest quarterly Amazon Smile was received (\$67). Payments to the Architect for renovation totaled \$11,396 and \$9,500 is committed. \$10,000 has been advanced to ARC for the heat pump system. Funds balances remained level with prior months. Moved, seconded and accept the treasurer's report unanimously.

Director's report: Highlights include the 1000 book challenge which was met on August 2, 2018, and a CLIF grant for speaker and free books. Summer story hour by Sukie was awesome with highest attendance recently. Wendy Heidenreich will come back in the fall for story hour.

There was lively discussion on how to thank the library's many devoted volunteers. In prior years, fundraising committee organized a luncheon in the spring to thank volunteers. This year the volunteer luncheon was postponed because fundraising committee shouldn't have to do a lunch for the volunteers when the committee is comprised of volunteers themselves and it is felt that this is a Board function. It was suggested that there be a luncheon committee to organize a luncheon for November 2018. Sukie will solicit a board member to organize the luncheon and it will be on the October 16, 2018 agenda.

Dave Merrill is volunteering weekly computer maintenance, which saves Emily a lot of time. Often 4 to 5 computers are in use simultaneously. The current computer collection was upgraded early in 2018 with solid state hard drives and operating system among other items. Timely replacement of computers is important as the units age out and it was recommended that the 2019 budget include a technology replacement schedule.

The flag pole now has a solar floodlight to light up the all-weather flag during the nighttime, so the flag is continuously flying.

Upcoming programs include a history of New England immigration by author Dean Whitlock and in November, the Vermont Granite museum will present the granite worker story. Emily is on track to archive librarian certification by the end of this year. The director's report was moved, seconded and accepted unanimously.

COMMITTEE REPORTS

Fund Raising Committee: Aug 25th is the bake, plant and tag sale. Follow up on Pond Walk and fall book sale in early October is needed. Moved and accepted unanimously.

Governance Committee: Current board books are incomplete, outdated and missing. The Committee is asked to update Board of Trustee books and consider an online archive so that there is a consistent updated Board copy.

Steering (Renovation) Committee: Shirley will confirm ARC start date in September for the new heating system. Emily has created posters in the library and town halls informing the public. Shirley reviewed the timeline for the application for a Vermont Community Development Program accessibility improvement grant to fund the elevator and stairway renovation. The most attainable deadline is February 2019 for filing an application which is reviewed in April 2019. For this reason and others, it is recommended that the renovation be scheduled in late fall or early winter 2019. In addition, other grants may be available during this timeframe including a Vermont cultural grant for summer 2019 disbursement (workshop next March 2019).

Also noted, in the Buildings and Grounds Report, that the front foyer entrance will remain active until renovations are completed.

The latest renovation design changes are for moveable shelf placement, decreasing the storage closet on the lower level to align with the current chimney line (that will be gone) and other shelving changes. Moved and accepted final design.

The Steering Committee Report was moved, seconded and accepted.

Building and Grounds: Shirley will confirm with Bill Ricker on the Oct 15th start date for the parking lot expansion. Some patrons are unhappy with the front door closing after renovation. The reasons, including primarily safety and library space needs, will be added to the library newsletter, which is posted on the website and the quarterly library newsletter in Corinth Town newsletter and poster.

The Building and Grounds Report was moved, seconded and accepted.

Personnel Committee: The personnel committee realized that the current policy had inconsistencies and contradictions, as well as language and policy that does not represent BML's organization of currently having one employee. The proposed draft seeks to:

- represent personnel policy that adheres to federal and State laws; and reflects fiduciary responsibility for Blake Memorial Library. Throughout the discussion, it was emphasized that the policy changes are for the library financial, employer and employee protection, not directed to specific employee(s).
- Other proposed changes are the library holiday closing schedule, amount of allowed paid time out (PTO), accrued PTO bank, and flexibility of the paid time out.
- The board is requested to review this draft with suggestions to Lynne Benjamin by Sept 15, 2018. The revised policy will be voted at the October 16, 2018 board meeting.

OLD BUSINESS

1. Training goals and outreach are postponed until the October 16, 2018 meeting.

NEW BUSINESS

1. Appointment of Corinth Town Board Representative. Library board recommends Anne McKinsey to be the Corinth Town representative. The town representative attends the town meeting to answer any questions and this is because the town has contributed to the library. Shirley will write a letter to the Town of Corinth recommending Anne's appointment.

Meeting adjourned at 8:49 p.m.

Next Meeting: Tuesday, October 16, 2018 at 6:30 pm at the library.