



Blake Memorial Library

Board of Trustees

Minutes of October 16, 2018

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

Missing: Miranda Miller, Cate Whalen

Guest: Jerry Friedman

Minutes: The minutes of August 21, 2018 will be reviewed next meeting as it was not a sent out (even though it was on the website).

Correspondence: Town of Corinth Selectboard appointed Anne McKinsey as the library representative for the Town of Corinth. A note of appreciation was sent by Brad Caswell, whose wife Anne passed recently. Brad related the importance of the Blake Memorial Library library to her.

Treasurer's report: The Town of Topsham and Town of Corinth distributions totaling \$5,086 were received. The fundraising budget of \$27,000 has been exceeded by over \$1,800. The Finance committee will meet next month to put together a budget for 2019 which will be presented at the December meeting. Lisa and Christiane will review the groupings of revenues and expenses. Moved, seconded and accept the treasurer's report unanimously.

Director's Report: Emily went over the Summer Reading Program statistics which had the highest participation in recent history with total event attendance of 514 people (316 kids and 198 adults). Together, the community read 1680 (1240 by kids; 440 by adults) books in the new Summer of 1,000 Books Challenge initiative. Bingo was not as exciting this summer. Reminded everyone of the Bread and Roses presentation on Granite industry. Gail Gibbons artwork has been received (currently stored at Shirley's house) and will be displayed soon. The question of whether these item plus other valuable library items should be separately insured will be investigated. Lois Jackson and Norm Collette have offered to help the library in evaluating old and valuable items, and rotate the historical binders between the library and the historical society. For the winter VHC discussion series Moby Dick books and facilitator Suzanne Brown have been reserved. Book sale remainders will be exchanged with John Walsh, which will be at the Northeast Kingdom recycling center (Peter Keene is a representative). The director's report was moved, seconded and accepted unanimously.

Personnel Committee: Over the last 2 months, 3 board members responded to requests for suggestion to the proposed personnel policy. The committee incorporated all their suggestions. It was clarified that flex time of small increments is not part of request for time off document. The committee stressed that it is important that form does not ask for why but just when without any classification to preserve employee confidentiality. Unpaid and leaves of absence are covered in the policy and not changed. The issue of medical leave was clarified. In the prior personnel policy, medical leave was a separate policy with a 6 hour monthly accrual that created an "over generous" BML benefit which left the library open to financial issues. Accrued hours for medical leave will be grandfathered for the current director.

The proposed personnel policy removes 3 holidays where the library is closed: President's day, Day after Christmas, Columbus day., leaving 9 standard holiday days. This was suggested in view of 22 hours that the library is open during the week. It is noted that if a volunteer cannot be found for coverage, then library will be closed. Library attendance is tracked every day the library is open and we can then see the attendance on those three days that are now open .

There was much discussion on whether the proposed personnel policy is fair and just to take better care of our employee(s). It was pointed out that employee benefits that are currently in the policy are at the discretion of the Board.

Shirley noted that the current personnel policy dated March 25, 2014 was presented to the board at the March 25, 2014 meeting. However in subsequent 2014 minutes it was never recorded that the Board of Trustees approved this policy.

Motion : Moved, seconded and voted to approve proposed personnel policy unanimously.

EAP (Employee Assistance Program). There is a company in Vermont which provides this service for small and nonprofit organizations for \$30/month. The Personnel Committee proposes that the board provide an EAP additional benefit with low cost for \$30/month. This will give our employee access to counselors for both personal and employee discussions. The arrangement is entirely confidential and the company will indicate the account has been accessed only. Moved and seconded to approve to provide service with contract . Approved unanimously.

Fundraising report. It was pointed out that even without book sale and garden tour, 2018-2019 fundraising goals have been surpassed. Upcoming events include the Coffee House in December and a raffle for following year. Motion to approve the fundraising report was seconded and unanimously approved.

Governance Committee. Christiane has gotten Google suite access which includes Calendar for events, out of office, meetings. This is the electronic site where board documents will be posted for universal board access, and most recent approved documents will be stored. It is simple to us as possible and has change history. There are additional applications available if needed. The current board members will be provided sign on information. The governance committee report was moved, seconded and approved unanimously

Buildings and Grounds Committee: Recommendation not to service the furnace since the heat pumps were installed and the furnace back up was approved. Parking lot expansion has started. The Buildings and Grounds committee report was moved to approve, seconded and accepted unanimously.

Steering and Renovation Committee. Type up instructions on heating/system. Moved, second and approved unanimously.

Committee List update: add Hillary to Buildings and Grounds, fix spelling for Christiane, Cate and Sukie.

Nominating committee for new 2019-2020 board members will be addressed in the December 2018 meeting. 3 current board members are at the end of their term: Lisa Locke, Greg Renner and Sukie Hausmann. Of some concern are board members that do not regularly attend board meetings as to whether they want to continue.

Volunteer Luncheon: Anne reported that 33 have confirmed that they are coming and Lisa recommended to figure on 35 to 40. It will be held in the Church basement where there is a commercial kitchen. Lynne used to cater and volunteered to help on estimating the amount of food needed. Last year's menu included soup, mac and cheese, bread/butter and cookies. Other suggestions a chili dump but it was pointed out that there is a need to address vegetarian and gluten free food. In the past the bread and butter was purchased. Anne needs volunteers to help set up, provide food and cleanup.

Next meeting: Dec 11, 2018 at 6:30 pm