



**Blake Memorial Library**  
*Board of Trustees*  
Minutes of December 11, 2018

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

Missing: Miranda Miller, Hillary Dudenhoeffer

Guest: None

Minutes: The minutes of August 21, 2018 and October 16, 2018 were approved (with grammatical corrections).

Treasurer's report: Motion and seconded to approve treasurer's report unanimously. The 2019 budget was presented. The following was noted and discussed.

1. The collection expenses will be broken down into 3 categories: Physical items (books, DVDs, magazines, etc), courier cost, and subscriptions (like LUV, VOKAL). Library Director will indicate on invoices submitted to Treasurer.
2. Health Insurance is funded by a \$10,000 donation (from June 1 through May 31). If this is not used for the new director, then it will need to be returned.
3. Landscape expense of \$500 is for parking privacy hedge, although it is hoped that donations of plants will avoid this expense.
4. Payroll includes \$2,800 for a part-time assistant
5. Postage and delivery expense are for library operations, not fundraising.
6. Electricity expense for the next year is unknown due to the heat pump installation, and the oil tank hopefully will not have to be filled, so the \$2000 oil budget was added to electricity expense budget. Oil is on "on call" basis.
7. Income for fundraising, health insurance and Holland Fund was based on 2018 budget. Gendron and Blake estimated draw in 2019 is based on approx. 4.5% of 9/30/18 fund balances, though it was cautioned that value as of 12/31/2018 determines what next year's draw will be.
8. 2019 Budget has a small surplus of \$150 but it was noted that there are many uncertainties as always.

The 2019 budget was moved, seconded and approved unanimously.

Director's Report: 2017 Statistics will be published on state Library's website. The Director's report was moved, seconded and approved unanimously.

Personnel Committee: no report.

Fundraising report: The November\_2018 appeal letter has raised \$5,000 to date. The thank you note for donations is designed by Anne with picture of library with wreath with picture taken by Christiane. The fundraising report was moved, seconded and approved unanimously.

Governance Committee. The Library google drive has only been accessed by 3 people and all are encouraged to try it. If one cannot access the drive, the member should log out of any other open google accounts. Log in requires using the Blake user ID and the board member's password. The BML

google drive calendar is linked to the BML website calendar. All library documents that were in the board book are now on this Library Gsuite. The governance committee report was moved, seconded and approved unanimously.

Buildings and Grounds Committee: The buildings and grounds report were moved, seconded and approved unanimously.

Steering and Renovation Committee. The Steering and renovation report were moved, seconded and approved unanimously. Shirley noted that a second public hearing on the access modification application for the Vermont Community Development Program will need to be held, as the first public hearing was not 15 days after the published notice in the Journal Opinion.

Nominating committee: Many names were proposed for potential new board members. There are three board members whose terms are ending as of April 2019, and two board members (Catherine and Miranda) who may not finish out their term due to lack of time to devote to the board meetings and committees. Lisa will organize a meeting of the nominating committee which is comprised of Lisa, Shirley and Christiane and will meet after the new year.

Volunteer Luncheon: The report was moved, seconded and approved unanimously.

Search Committee: The Library will close on December 24 through December 27, and on December 31 and January 1. We have volunteer coverage for the 4 day period with no director. Emily has documents written up for both volunteers and staff for training. Volunteers have good expertise and Deborah feels confident that she can use the documents. A thank you to search committee was offered. Motion to accept and unanimously.

#### New Business:

- BML welcomes all patrons, both children and adults. But there is a concern that children dropped off to the library without an adult or older child supervision, as to whether the Library needs a policy on unsupervised children. Emily commented that different communities make their own policies, and children in libraries unsupervised is very common but librarians are not locus parents. It was decided to use a general Code of Conduct to apply to all patrons, young and old.
- Several patrons are accessing pornographic material on library computers, which can also be viewed by patrons sitting next to the user of pornographic information. It was proposed to require users to agree with a Terms of Agreement pop up screen before being able to continue into using the computer. This is a common approach for many libraries as it provides a basis to ask the patron to shut down the pornographic site.
- Date for Annual Association meeting is April 26, 2019 with refreshments at 7:00 pm and a meeting start at 7:30 pm.

Adjourned at 8:15 pm.

Next meeting: February 19, 2019 at 6:30 pm at the library.