

BLAKE MEMORIAL LIBRARY

117th Annual Meeting of the Association

April 16, 2019 - 7:30 p.m.

AGENDA

- I. Call to Order (President)
- II. Welcome and Introduction of Board of Trustees (President)
- III. Roll Call (Vice President)
- IV. What Are You Reading Now? (President)
- V. Secretary's Report –Minutes from 2018 Annual Meeting
- VI. Library Director's Report (Christiane Carroll)
- VII. Consolidated Board Report/Q & A/Feedback (Secretary)
- VIII. Some Thoughts on Book Culling (Jane Conner)
- IX. Renovations – accomplishments and plans (Shirley Montagne)
- X. Nominations for new members of the association (and acceptance by voice vote)
- XI. Nominations for members to the Board of Trustees (and acceptance by voice vote)
- XII. A Couple of Farewells
- XIII. Invitation to Sign up for committees/circulation desk
- XIV. Fair Trade Fundraising Items (Miranda Moody Miller)
- XV. Raffle
- XVI. Adjournment

NOTES



Minutes for Annual 116th Association Meeting: April 24, 2018

- Meeting called to order at 7:30 and attendance was taken.
- Get to know your neighbor activity enabled attendees to introduce themselves through books that they loved when they were young and what they are reading now.
- The minutes from the 2017 Annual Association meeting were moved, seconded and approved unanimously.
- Consolidated Committees Report Q&A: Thanks to all volunteer power to enable our committees to function and achieve their goals. There is always a need for help and members (see the signup list on the table).
- Library Director's highlights and future events: Emily spoke to 56% increase in downloadable books since last year, 7% increase in visits and a 11% increase to our collection. Free attraction passes were announced and a discount on tickets to VINS and Fairbanks Museum. Emily pointed out type of toys on display that have been donated or purchased by the library for the kids' maker space downstairs and announced new toy lending library. An outdoor play area has been set with new picnic tables and storage containers for outside toys.
- Election of new association members: Nominations were made for Scott Elledge, Kelly Donahue, Christiane Carroll, Anne McKinsey, Hillary Dudenhoeffer. Moved, seconded and approved unanimously.
- Election of 3 new members of the board: Nomination of Christiane Carroll, Hillary Dudenhoeffer and Anne McKinsey for 3-year terms was moved, seconded and approved.
- The spring raffle was held and the winner is Kathy Chapman.
- Renovation plans to the interior first and basement floor were handed out with a walk through the changes. Points include: opening up the front foyer for a circulation desk to maximize space and moving primary entryway to the rear of the building, enclosing part of the back door ramp for an airlock and moving the drop box to that area, replacing oil furnace with heat pumps, installing a LULA elevator and rebuilding the downstairs steps to provide disability access to the basement, adding a bathroom to the downstairs, and building a director's office. It was also noted that parking lot expansion is being considered which is separate from interior renovation. Audience comments:
 - Will too many books be culled due to reduction of storage space. The answer is that there will be additional book shelf capacity. Current storage space needs to be cleaned of non-book items.
 - Movement of circulation desk will be much appreciated to avoid having the volunteer's back to the door.
 - Concern of closing the historic front entrance. The answer is that street parking is tight and especially in the winter dangerous; the steps leading to the front entrance are hard in the winter to keep clean, safe and lighted. The entrance will remain an emergency exit and will not be changed. The parking lot expansion will increase parking that is safer.
 - Is there consideration of expansion of the building? Answer is no as it is very expensive and the board believes that most of the 5-year plan goals can be met with renovation of the interior.
- Treasurer's Report: to date our fund balance is over a \$1 Million which is back to pre-2008 levels. Additional funds include proceeds from the Clifford building sale which are reserved for renovations.
- Retiring Board Trustees includes appreciation for Shirley Montagne's service and 1 year as president as well as for service by Joi Winchell and Jen Spanier.

Adjourned at 8:50 PM.

**Blake Memorial Library
Annual Meeting of the Library Association
April 16, 2019
President's Report**

The past year was a time of significant change for our Library. Following the resignation of our Library Director, Emily Heidenreich, the Board met to determine the best way to have continuity following the loss of our one and only employee. We now have a permanent part time Library Director (Christiane Carroll) and a permanent part time Assistant (Kimberly Hotelling). The Board opted for this new staffing model as we feel it makes us a more resilient organization.

We are grateful to Emily for volunteering to train our new staff in the most important aspects of the job.

We also faced the challenge of the resignation of multiple Board members; it was felt that the Board needed some experienced members to help work through the transition period and personnel search, so previous Board members were asked to serve. Christiane's being hired as our new Director meant an additional opening on the Board, as paid employees cannot also be Board members. The replacements to our slate were elected in early January.

Despite all the turmoil, we managed to make significant progress towards making our library a comfortable and convenient place to be. The heat pump system was installed last fall and is working extremely well in keeping the building warm, both upstairs and downstairs. In the summer, the heat pump system will keep the building comfortably cool without the need for our old, inefficient air conditioner.

Library patrons (and other community members) appreciate the ease of parking in our newly expanded parking lot. Our contractor did a fantastic job of leveling the ground surface as it remains dry and free of ice during the winter months. The new stone wall on the south side of the parking area is a work of art, both visually and in terms of its construction.

Looking forward, the Library Renovation Committee has resumed regular meetings to discuss and plan for the extensive interior renovations that will commence in Jan-Feb 2020. It is possible that the library will close its doors for about five weeks so that renovations can be completed quickly and safely. Should this happen, we are discussing an alternate nearby location set up with computers for patrons to use.

It is our continued goal to keep the Blake Memorial Library a thriving community and social center, in addition to providing reading and entertainment materials for our patrons. Our fundraising activities do provide us with much needed revenue, but they are also well-received community events.

On a personal note, I also want to extend my deepest gratitude to our loyal and dedicated group of volunteers. I am indebted to all of you for your support and commitment to our library. We cannot do all we do without your help. I have prized the opportunity to work with such a singularly dedicated group of people. The Blake Memorial Library is an amazing resource for our community and your efforts really do make it the Best Small Town Library in Vermont!

Respectfully Submitted,

Jane Conner, President
Board of Trustees, Blake Memorial Library

Blake Memorial Library – Director’s Report April 2019

STATISTICS FOR FEBRUARY 2019 & MARCH 2019:

Month	Circulation	Downloadables	Visitors - Adults	Visitors - Kids	Visitors Total	Computer Users
Feb-15	1134	26	466	106	572	127
Feb-16	964	46	451	136	587	113
Feb-17	996	70	464	157	621	113
Feb-18	707	80	459	55	514	186
Feb-19	1019	106	357	90	447	121
Mar-15	1238	43	496	108	604	114
Mar-16	1172	36	555	187	742	131
Mar-17	1258	103	619	122	741	126
Mar-18	913	70	492	86	578	110
Mar-19	1105	109	464	75	539	107

Month	Web Users	Web Sessions	Average Pg/Session	Total Page Views
Feb-19	277	503	2.1	1054
Mar-19	318	496	1.84	912

Month	Monthly Additions	Estimated Program Attendance	Programs Held
Feb-19	79	61	16
Mar-19	99	102	16

What’s happened since the last Board meeting:

- The library teamed up with the ECCC to co-sponsor another **Potluck and Community Sing** on March 15.
- **Free Tax Prep** has been occurring every Thursday night. Approx. 3-7 clients have been assisted each session.
- The Suzanne Brown **Moby Dick discussion group** has met twice more, each with around 20 patrons in attendance. It has been a truly engaging discussion.
- **Story Hour**, led by Wendy Heidenreich and Julia Anderson, continues to attract between 3 to 6 families every week.
- Two groups continue to meet at the library regularly: ‘**Simply Neighbors’ knitting group** continues to meet 2xs/month on Fridays from 1-3pm and Linda Weiss’ group of **mahjong players**, who meet on Sunday afternoons.
- We are currently showing a **black and white photography exhibit by Greg Kotyk** and the **WRVS block printing student exhibit**.
- Kimberly and I are well underway **planning summer and fall programming**; we have lots of great new ideas in the works and have already been granted the **CLiF Summer Readers Grant** and **Vermont Humanities Council VT Reads Grant**.
- I have completed all but one of my **VT Public Librarianship Certification courses**. The final course is not offered by VT Dept. of Libraries until this fall.

What’s next at the Library?

- Laura Waterman will give a reading of her novel, **Starvation Shore**, on April 17th @ 6:30 pm.
- There will be a **Wine and Poetry Circle** to celebrate National Poetry Month on April 24th @ 6:30 pm.
- The Suzanne Brown’s last **Moby Dick discussion** with the VHC will be on April 26th @ 4:30 pm.
- On May 10th @ 5:30pm, ECCC and BML will team up to co-sponsor another **Potluck and Community Sing**.

- A **Spring Bee Panel** will take place on May 15th @ 6:30 pm.
- A **Spring Herb and Tonic Workshop** will take place on May 22nd @ 6:30 pm.
- We have **High Mowing Organic Seeds** available to patrons as part of our spring programming.

Respectfully Submitted,
Christiane Carroll
4/11/2019

**Treasurer's Report for 2018/early 2019
BML Annual Meeting 2019**

CURRENT ASSETS

The Funds

	12/31/11	12/31/12	12/31/13	12/31/14	12/31/15	12/31/16	12/31/17	12/31/18
Blake	163,526	171,998	184,794	180,181	166,744	163,933	168,138	147,923
Gendrot	374,553	415,835	447,733	433,945	402,155	404,875	452,833	390,617
Holland	<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>	<u>581,653*</u>
	820,873	892,790	979,781	972,645	915,845	923,807	1,031,277	1,120,193

- Includes \$256,000 for renovation deposited 2/2018, \$50,000 since withdrawn for ren. acc't

Other - Values as of 3/31/2019

Savings Bonds – Five \$5,000 Series EE bonds = \$44,250

Smith-Denison Savings Account - \$27,714 for capital/maintenance projects
Parking lot expansion paid from this account: \$21,500

Stock - 72 shares Honeywell @ \$160 = \$11,500

Checking account – \$15,555

Renovation Spending, to date: \$38,220 ***Available:*** \$221,780

OVERVIEW OF 2018 and 2019

The Library's main sources of income, the Blake and Gendrot Trusts and the Mary Holland Fund, made up 52% of the Library's income last year. We received 27% of our income from donations and other fundraising initiatives.

We are grateful to the Towns of Corinth and Topsham for the \$2 per capita they contribute, for a total of \$5,086.

For 2019 we have budgeted \$17,000 to be raised in fundraising initiatives.

Respectfully submitted,
Lisa Locke, Treasurer

Fundraising Report 2018-2019 BML Annual Meeting 2019

Last Year's Events:

One Book (\$ 2,319) and two Plant (\$2,451) Sales brought in a total of \$4,470

Bake Sale: \$264

White Elephant/Tag Sales: \$612

Spring Raffle: \$651

Two Corinth Coffeehouses: \$471 + 367= \$838

Amazon Smile: \$199.46

Hannaford's carrier bags: \$73

Two Ponds Nature Walk: \$210

Library Fund Annual Appeal Letter sent in fall 2017: \$11,161

\$18,479 total

(Letter sent in fall 2018: \$8,566 to date

Simon Pearce vases raffle: \$218 to date)

Upcoming Events:

Spring Book and Plant Sale: Saturday, May 25th From 8-2; Sunday, May 26th from 9-1

Sorting will take place Wednesdays from 1-3 pm starting April 17th. Please bring liquor boxes for packing books. Those interested in helping please meet at Carole Freeman's barn, next door to the Library.

Plant donations are always welcome and may be dropped off on Friday, May 24th. Plant pots and sticks for labeling will be provided at the back door.

Raffle of Bruce Peck hand-colored print of Topsham, VT (ongoing)

The Secret Garden Tour will take place on Saturday, June 29, from noon to 5pm. FIVE gardens, including a vineyard, plus one including a special viewing of itinerant 19th c. painter Rufus Porter's murals, in Topsham. Plus a wonderful tea at the Library.

Fall Plant Sale: Saturday, August 24th, from 8-2 (one day only)

We will again offer free coffee and baked goods for purchase. Donations of plants and baked goods are much appreciated. Please contact the fundraising committee for more information on how to be involved in this event!

Pick-for-a-Cause Event at Montview Vineyard in Corinth! The Library is this year's designated recipient. Please help us by assisting with the grape harvest....exact dates for picking to be revealed in Sept.

Respectfully submitted with THANKS to the hardworking committee,
Lisa Locke

Governance Committee Report BML Annual Meeting 2019

The Governance Committee's role is to manage the rules of the Board. We also ensure that the work of the Board of Trustees is accomplished according to our bylaws. We are tasked with maintaining and updating the bylaws themselves, and any appropriate "policy" documents. We update the list of committees following the annual meeting and the voting in of new board members, and we maintain the "Board Book," which contains info relevant to running the library and the achievement of its goals.

In the past Board year we made changes to the provisions in the bylaws to clarify our approach to the resignation and removal of Trustees. Plans for the upcoming year include further refinements to recognize how we operate now, for example the elimination of the 2nd Vice President position, changing the term "librarian" to Library Director and Assistant, a change to the former requirement that the Chair of a Committee must be a Board member, and so forth.

Personnel Committee Report BML Annual Meeting 2019

The Personnel Committee had a series of meetings in 2018 which culminated in a variety of adjustments in our Personnel Policy. Review of the Policy will continue into 2019 with an eye toward streamlining it and making it more user-friendly for both our staff and our board.

As everyone knows, our excellent and dedicated Library Director, Emily Heidenreich, left us in December. After a series of interviews and much discussion, the full Board decided to hire Christiane Carroll as our new part time Library Director and Kimberly Hotelling as our new part time Assistant Director. This new staff configuration allows us to benefit from two different, but complimentary skill sets. As residents of our community they, like Emily, understand the historic and valuable role the Blake plays in our towns. Both of our new staffers are working toward their Vermont Library Certification. We welcome Christiane and Kimberly and are confident they will help us continue our tradition as an excellent community resource.

Annual Buildings and Grounds Committee Report BML Annual Meeting 2019

This has been an exciting year for building and grounds. This fall a new parking lot was built by Ricker Excavating and Dean Smith Masonry. Dean reconstructed the stone wall beautifully. The next steps will be to plant a privacy hedge along the back of the wall. With the increasing traffic along the village road, our patron and staff safety has improved through reducing parking along the road. A solar light fixture on the flag pole has allowed our flag to be flying continuously. We are deeply indebted to Hank Buermeyer for all the landscaping and upkeep of our flower beds. Hank cleaned out the bed by the front door as well as the beds near the old parking lot. Peter Keene has been the committee's right-hand fixer for small repairs and building consultation and Peter Crawford has also pitched in. Thank you all again.

Respectfully Submitted, Shirley Montagne

Annual Steering Committee Renovation Committee Report BML Annual Meeting 2019

During the spring and summer 2018, Jay White, Architect, the steering committee and the Library Director refined the renovation design. In July 2019, the Board voted to approve the designs as well as hiring Jay White for the next phase for completing building blueprints and electrical blueprints. In October 2018, ARC of Bradford Vermont, installed a heat pump system with the exception of one heat head that is going to be installed during the rest of the renovation. Peter Keene and Greg Renner built the shed to protect the condenser units and opened up the foyer wall for conduits. By installing the heat pumps in October, the Library was able to receive a \$700 Vermont efficiency credit and a \$1,000 discount from ARC.

The application for the Vermont Community Development Program (VCDP) grant for \$75,000 of federal funds to support the renovation access mobility improvements (elevator, stairway rebuilding and handicap basement bathroom) is nearly complete. Environmental and asbestos reviews are in process. The VDCP specialist has indicated that our renovation project should qualify and will be approved. The grant application cannot be submitted until there is a new approved Corinth Town Plan and it is hoped that this can be done by the early September 2019 grant submission deadline (VCDP Board will meet in November to determine grant awards). With this in mind, the steering committee recommended to the Board and the Board approved to plan for renovations to start in early winter 2020.

The Steering committee is now working on detailed plans and a timeline for preparing the library for the renovation. This includes an inventory of valuable items, cleaning out items that will not be needed, acquiring state permits, preparing bid documents, and soliciting bids. The dedicated steering committee members that deserve a huge round of thanks are Peter Keene, Greg Renner, Penny Andrew, Linda Weiss, Lisa Locke, Hillary Dudenhoeffer, and Anne McKinsey.

Respectfully Submitted, Shirley Montagne