

APPROVED JUNE 15, 2021

## BLAKE MEMORIAL LIBRARY TRUSTEES MEETING

6:30 PM, April 20, 2021

On Zoom

Trustees present: Shirley Montage, Rob Rinaldi, Dina Dubois, Julia Anderson, Nick Kramer, Kathryn Price, Carl Demrow. Not attending: Sara Kingsbury.

Staff: Miranda Miller, Interim Director; Kimberly Hotelling, Assistant Librarian; Jen Spanier, newly hired Library Director. Also attending, Tania Aebi, board candidate.

Shirley brought the meeting to order at 6:35 PM.

Julia made a motion to approve the agenda. Rob seconded and the agenda was approved unanimously.

A motion to approve the minutes of the February meeting was made by Nick and seconded by Julia. The minutes were approved unanimously.

The Treasurer's report came next. We did receive the PPP loan, and the check for the community grant program. Turning off the baseboard heat in the airlock resulted in an electric bill that was \$200 lower. Ed Sherwood passed away and his family has asked for gifts to be made to the library. We have gotten \$6K from the appeal and the grant for the loaner laptops has also come through. Miranda noted that aside from some minor discrepancies on collections, the 2021 budget is on target. As long as we can show that our PPP loan is going to support salaries, we can backfill a bit on collections.

Dina brought up the issue of a policy around loaning laptops. Miranda is working on a policy for that and she is hoping to have the program up and running by the end of the month. Lara Keenan has sent two policies to Dina.

Kathryn moved to approve the treasurer's report and Nick seconded.

Next up was the directors report. Miranda started with highlights. Kanopy was launched in March. It has continued to grow in usage and is still within budget. Another benefit is that we are allowed to stream events on it as well. We only pay for what is used and there are no subscription costs or fees.

The Friday book group continues and the Vermont Art Friday talks are also continuing. The poetry and story hour have also continued but Miranda noted that they have not been well attended. A survey had tried to tease out why.

The silent auction and vote with your dollars events have brought in over \$300.

The lending laptops have been ordered. The machines auto erase, and they will be lent with a USB drive to be used by the lendee. There should be plenty of grant funds remaining to cover hot spot usage if needed.

There will be grant funding coming to the state library system through the American Rescue Act.

BML is the first library in the state to receive a Vermont Humanities Camp Grant. \$3,240 cover directors salaries, books and materials for 12-20 campers, food, field trips, and a few other items. The curriculum for the camp will be based on the book Braiding Sweetgrass. Miranda has been working with WRVS for recruitment and she and Anne Bergeron will be running the camp. The program will be for students entering fifth grade through eighth. Home base will be the library and they will spend time hiking around the local area, at both the Waits and Tabor Branch, as well as potentially at the Town Forest. Revolves around the reading, journaling, exploring, crafts, gardening, and a closing event. July 12-23, Monday through Friday, mornings 8:30 to 12:30. Miranda has also applied for a grant that will provide for an extra week of camp but that grant has not yet been awarded.

Miranda and Kimberly have been working with the conservation commission on a permanent story walk on the red trail.

Dina pointed out that Jen will be supervising the camp since she will be the new director.

Rob noted that there is no money coming out of the library budget to fund this camp. Rob also asked if we don't get the grant if we don't fill the spots. Miranda noted the Humanities Council will work with us on that. Rob clarified the two separate grants and the two separate camps.

Nick asked if liability would be an issue with some of the programs being held off site. Days that the camp is at the town forest, the children will meet at the town forest and that the library will be providing no transportation.

Carl moved to approve the directors report and the grants that Miranda has applied for and that have been received.

Miranda also mentioned the Vermont Forward plan and that the health screening protocols will be changing and the board will need to decide if we should follow the state's recommendations or if we want to have a more vigorous protocol.

Jen clarified that there will be universal guidance starting May 1 and then it will change again on July 1.

We all agreed without voting that we will continue our current protocols until further notice.

## Committee Reports:

### Fundraising:

Shirley asked if there is anyone out there who is good at selling things on Craig's List or Ebay. There are a few things that need to be liquidated/cleaned out. Kimberly also mentioned she'd be happy to put it on the LRN once we have prices. Julia and Shirley will reach out to the ladies that have done the plant sale and garden tour to see if they would like to have some sort of event this summer to raise some funds.

### Buildings and grounds:

Rob noted the cleanup that Peter has done behind the building and there are still a lot of pots behind the building. Rob suggested a piece of stockade fence as a screen; Miranda suggested some of the pots can go on a shelf in the storage area at the top of the back stairs. Dina also asked about the electric costs and if there is a way to monitor the heat- Rob talked a bit about what we learned about the baseboard expense and suggested we get through another winter monitoring our costs.

Shirley moved to have Mike Laundry paint the roof silver and Julia seconded. The motion was approved. Carl noted that Andrew Gandon of LG Page said that his father Greg did the roof as one of his businesses first projects in the very early 80's.

Julia then spoke about about the personnel and HR training she and Dina attended with the Vermont Department of Libraries.

### Questions:

How do we deal with disagreements and conflicts? The training stressed consistency and the key to consistency is clear policy. ADA and HIPA are places where we can really end up with problems. There is no HIPA information that should be stored anywhere other than a hard copy in a locked file cabinet- nothing electronic, "not available digitally" is the term of art.

The training talked a lot about developing policy and strongly suggested the personnel committee should meet with the director every 3 months. All employees and volunteers should have background checks.

See the resource list at the end of tonight's board packed for lots more supplemental info on the training.

Next steps are for the personnel committee get together in June to look at the personnel policies, figure what needs updating, and what needs to be drafted.

Strategic Planning committee: The strategic planning committee will be Jen, Julia, Dina, and some communities members. The committee will meet in May to recruit community members.

Shirley then noted Tania's trustee candidacy and moved vote her onto the board. There were numerous seconds. Miranda also noted the need to figure out the rotation now that we have stabilized. Dina raised the issue of having a trustee who was also a volunteer. Rob said that many of us wear multiple hats and that is not a problem. Miranda noted past problems with this and that we need to just be mindful of that. Tania was unanimously voted in.

Shirley will reach out to Sara Kingsbury, thank her for her service to the board, and ask her to resign by the next board meeting. If she is not willing to do so, the board will hold a vote to remove her at the next meeting.

Shirley thanked Miranda for her service to the library as this will be her last board meeting.

Shirley asked for a motion to adjourn. Meeting adjourned at 8:23 PM.

Respectfully submitted,  
Carl Demrow, secretary