

Welcome to the 118<sup>th</sup> Blake Memorial Library Association's Meeting of 2022

September 20, 2022 7:00 – 8:30

Agenda

**AGENDA**

- I. Call to Order (President)
- II. Welcome and Introduction of Board of Trustees (President)
- III. Roll Call (Vice President)
- IV. Secretary's Report –Minutes from 2019 Annual Meeting
- V. Library Director's Report (Jen Spanier)
- VI. Consolidated Board Report/Q & A/Feedback (Secretary)
- VII. Nominations for new members of the association (and acceptance by voice vote)
- VIII. Invitation to Sign up for committees/circulation desk
- IX. Adjournment

## Annual Association Meeting April 16, 2019

### Minutes

- The meeting was called to order at 7:30 pm.
- New library staff were introduced: Christiane Carroll, Director of Blake Memorial Library and Kimberly Hotelling, Assistant Director.
- The Library Board Trustees were Introduced. Association members complimented the board trustees on a job well done over the past year.
- Roll call for association members. New members were nominated: Dave Merrill, Kathryn Price, Hillary Horton, Julia Anderson, Kimberly Hoteling, Greg Thurston, Connie Thurston. Moved to join, second and unanimously approved.
- Meeting icebreaker is “What are you reading now?” Participants described what they are currently reading. It was a lot of fun.
- April 24, 2018 Association Minutes were unanimously approved.
- Highlights from the Director’s Report: The library cosponsors with the ECC church successful potlucks with and sing along. May 18<sup>th</sup> will focus on Beatles and Cat Stevens songs. New art exhibits include Wait River Valley School student block picture exhibit. Christiane announced that the library won three grants for summer program including performer grants with free books, and VT Reads grant. Christiane has nearly completed her library certification. Free seeds from High Mowing are available for a small donation. On April 24 wine and poetry circle is planned as April is national poetry month. Upcoming spring programs include bee panel for novice and expert beekeepers and a spring herb and tonic workshop by Kimberly. Motioned to approve, seconded and unanimously approved.
- Other activities at the library include Mahjong game. Hank Buermeyer was thanked for the new Welcome flag.
- Moved to accept consolidated reports, second and unanimously approved.
- The library purchases 500 to 600 new books annually. Jane Conner opened up a discussion on culling or “deselecting books” which is a thoughtful selection due to finite “book real estate” in order to have room for books that patrons like to read, find resourceful, relevant, and quality”.
  - Books that are being sorted out include those that are no longer being used, research books which are more update on the internet, classic books that need to be replaced. damaged books, “shelf sitter” books that have not been checked out for over 5 years.
  - Jane emphasized that cleaning out unused books increases circulation and interlibrary loan helps with book diversity and enables staff to discover gaps in collection that need to be filled in as well as update the electronic card catalog.
  - Books that are keepers are: series, Vermont authors and books of local interest and classics (favorites of library patrons). One association member suggested is take regularly out loved books and solicit suggestions of keepers from patrons.
  - Reviewers are still needed for children books and other specialties. Reviewers who have been helping include often have specialty knowledge and following the MUSTIE process: Misleading (out of date reference books), Ugly (physical condition), Superseded (almanac, cookbooks), Trivial (popular at time, instant books about immediate tragedies, politics, crafts books), I = irrelevant, E = elsewhere.
  - Books that are being culled are boxed and readied for the book sale with special pricing. 11 books culled out of the Young Adults section and will be purchased by Miranda Miller for her class.

- Nominations for the 2019-2020 Board of Trustees: The current board set up a nominating slate for board to meet needs which include technology, leadership, fundraising and other skills. To involve join a committee. It was noted that 5 trustee positions needed to be filled.
  - Hank asked whether the nomination process is in the bylaws. Answer: a nominating ad-hoc committee was established.
  - Question of structure of the board: does every Emeritus get to go back on the board? Answer no.
  - Lisa Locke explained that the slate includes 3 people for 3 yr. terms: Shirley Montagne, Greg Thurston, Catherine Tudish; 2-year term: Linda Weiss; 1-year term: Jane Conner.
  - Moved, second and unanimously approved.
- Farewells and many thanks to current trustees: Lisa Locke, Laura Waterman, Greg Renner.
- The Board Invites all who may be interested to participate library committees and circulation desk. The library has a list of trustee expectations for future interested board members.
- Fundraiser: Miranda Miller described a fundraiser of Fair-Trade coffee and chocolate products where the library earns 40% return on all products that are sold. Multiple orders can be submitted (\$150 for free shipping). Online website may have special offers. The information will be left at the circulation desk and there is no intension to knock on doors.
- Raffle draw for the Simon Pearce vases created winners of Martha Cook and Holly Groschner.
- Lisa announced a new raffle for spring and summer which is a gorgeous etching by Bruce Peck. Draw time uncertain.

The meeting was adjourned at 9:53 pm

Respectively, Shirley Montagne, Secretary

## Message from the President

This is the first association meeting since 2019. Appreciation and thank you's go to the Board of Trustees, library staff, and volunteers that helped keep our beloved library functioning and open over the last few years. I will recap the years since the last association meeting in 2019.

2020 Renovation and Pandemic. A much-needed renovation, funded by a generous gift from the Holland family, a federal grant for access modification, and internal funds, started in December 2019 with emptying the library and construction began in earnest on January 2<sup>nd</sup>. Renovation was completed in the summer and gradually the library reopened with limited hours, Zoom events, and continued curbside service. The library was able to survive financially due to generous donations, COVID grants, and well-performing investment funds.

2021 Reopening the library, Strategic Planning and first summer children's camp. During 2021, the library resumed its regular operating hours, story-time, hybrid face-to-face and zoom events, and the spring plant sale. The planning committee (community, staff, and board members) developed a new 5-year strategic plan for the period of 2022 – 2027. Supported by a community engagement grant, a community meeting was held in July 2021 where suggestions were taken for the plan. The completed plan is on the library website and copies are available for members to take home. One of the goals is to increase youth participation. Miranda Miller applied for a Summer Matters for All federal grant through the Vermont Afterschool program and a grant from the Vermont Humanities Council. The awards of approximately \$31,700 supported a free 5-week camp at the library for local youth and it was hugely successful, with 28 campers. Throughout the year, events and celebrations included book and artist discussions, a VINS visit, fishing for kids, journaling, conservation presentations in concert with the Corinth Conservation Commission, a hunter's safety course, and a summer reading program among many others.

2022 to September 20, 2022. Normal operations have continued in 2022 with very exciting programs. Story hours, Harry Potter after-school events, book discussions, artist displays, handicraft workshops, the summer reading program, movie night, chess club and many other attractions continue. Many of our programs are supported by grants. Under the auspices of the library, a Vermont Afterschool program grant of \$192,000 was awarded for summer camps for 2022, 2023 and an after school program for 2022-2023. The 2022 summer camp supported 60 local youth and due to space constraints, was located at Waits River Valley school. The library also ran its first Art House Garden Tour (many thanks to Ann Peck for her guidance and support) which brought in folks from around the area. The Tour was fun, exceptionally successful, unique, and due to popular demand, planning for the 2023 tour will begin in November 2022.

Board of Trustees. At this point, there are 7 members of the Board and we work very well together. Terms, that were suspended during COVID, need to be re-established. At this point, however, it is recommended that the current slate of Board Members be re-elected for continuity and success of managing the library. I personally feel privileged to be able to be a part of this group.

Staff and Volunteers. The Board of Trustees can't thank our staff and volunteers enough for their unwavering enthusiasm and expertise in providing a welcoming, comfortable, and safe environment for all our patrons.

The Board of Trustees looks forward to another year of success and exciting events!

Respectfully submitted,

Shirley Montagne

## Blake Memorial Library Director's Report for January through August 2022

We have been open for our full hours for all of 2022. We've held a combination of in-person, virtual, and hybrid programs. Story hour continues weekly on Thursday mornings. Early in the year we offered some popular after school programs including Harry Potter themed events and jewelry making. This summer we started a Monday afternoon Chess Club which will continue through the fall.

We continue to offer adult book discussion on a regular basis. During the winter we participated in the Vermont Reads program by hosting a discussion of *We Contain Multitudes*. We also co-sponsored a series of mystery book discussions with the Vermont Humanities Council. Our fall book series is *Gastronomy: Novels About Food and Culture*.

This year we've been able to resume some fundraising activities. In May we held our annual plant sale in conjunction with a small book sale and a pizza sale sponsored by Rob Rinaldi. Also we offered an Art, House, and Garden Tour, spearheaded by Ann Peck. The event was a great success and we plan to offer it again next year!

An IMLS-ARPA Grant for Collections and Equipment allowed us to purchase a new projector and large screen for outdoor movie nights. We were also able to make some collection purchases with a focus on Equity, Diversity, and Inclusion, specifically enhancing our collection of LGBTQ resources.

Again we held a successful summer reading program, this time with the theme Oceans of Possibilities. A record number of children completed reading and activity logs. We started off the summer with a presentation by storyteller Michael Caduto and ended with a visit from Genny and the Arts Bus.

For the second summer we were able to offer free summer camp to local children, funded by grants from the Vermont Humanities Council and Vermont Afterschool. The Vermont Afterschool grant allowed us to greatly enhance capacity and offer the program to many more children. As a result, the camp was based at the Waits River Valley School, rather than on the library grounds. The camps were directed by Miranda Moody Miller. The grant will fund more weeks of camp in 2023, as well afterschool programming for the 2022-2023 school year. More information about the afterschool offerings will be upcoming.

This fall we are participating in a couple of new technology initiatives. One is implementation of the Palace App, facilitated by the Vermont Department of Libraries. This will allow us to offer an expanded collection of e-books and e-audiobooks from multiple vendors all through one app. Aspen is a discovery layer that will be added to our catalog which will gather physical items, e-books and audiobooks and display them all together for patrons in a more user-friendly display. We anticipate offering workshops to introduce the new technology to our patrons.

Month	Circulation	Downloadables	Visitors-Adult	Visitors-Kids	Visitors-Total	Computer Use
Jan-22	812	153	272	87	359	33
Feb-22	838	110	301	81	382	36
Mar-22	780	110	279	77	356	37
Apr-22	781	117	278	74	352	37
May-22	643	117	280	67	347	24
June-22	889	107	324	121	445	45
July-22	983	99	346	115	461	51
Aug-22	827	122	275	109	384	36

	Monthly additions	Program attendance	Programs held
Jan-22	85	69	8
Feb-22	133	67	7
Mar-22	146	70	8
Apr-22	95	89	8
May-22	100	79	8
June-22	92	115	8
July-22	89	50	9
Aug-22	57	74	10

Respectfully submitted,

Jennifer Spanier, Library Director

Treasurer's Report

We are very fortunate to have endowments as well as devoted patrons who are very generous with contributions in our annual appeal. This support weathered us through the last 2 ½ years.

I also want to thank community members for many in-kind contributions: Peter Keene for his help in repairs, Rob Rinaldi for his pizza sales, Topsham Telephone for discounts on our fire alarm and elevator phone bills, community plant sale contributions, use of the Church basement for a mini-library during our renovation, Mike Pittman for review of our alarm system and network, Scott Welch for setting up new computers, Miranda Miller for applying for summer children's camp grants, Wendy Heidenreich for running the children's story hours, and our many volunteers.

Below shows the actual receipts and disbursements for 2020 and 2021, and projected 2022.

Respectively submitted, Shirley Montagne

					<u>Jan - Dec 20</u>	<u>Jan - Dec 21</u>	<u>2022 Anticipated</u>	notes
<b>Receipts</b>								
	Corinth/Topsham Disbursement				5,086	5,086	5,086	
	Donations				3,519	11,624	9,461	
	Fund-raising				7,450	14,908	17,226	Note D
	Investment and Funds disbursements				42,767	46,641	45,750	
	Summer Children's Camp Grant & donations				-	33,350	75,198	Note A
	Grants				9,957	11,056	2,241	
	<b>Total Receipts</b>				<b>68,780</b>	<b>122,665</b>	<b>154,961</b>	
<b>Expenses</b>								
	Payroll (Excluding summer camp)				37,218	42,666	42,850	
	Summer camp payroll				-	30,562	66,646	
	Insurance				2,329	2,072	1,866	
	Library collection, technology, others				7,236	10,881	10,874	
	Library program expense, technology, other				1,967	7,599	4,109	
	Maintenance & repair				3,652	4,667	5,555	Note B
	Roof Painting and repair				-	6,992	-	
	Interest expense from Renovation Line of Credit				2,943	337		
	Other expenses				1,132	1,197	3,297	Note C
	Summer Camp supplies & expenses					5,786	11,006	Note A
	Supplies				1,257	1,959	852	
	Electricity				4,177	4,862	4,300	
	Other Utilities				1,880	2,468	2,819	
	<b>Total Expenses</b>				<b>63,790</b>	<b>122,049</b>	<b>154,174</b>	
	<b>Net Operating Income</b>				<b>4,989</b>	<b>616</b>	<b>787</b>	
<p>Note A: For 2022, this reflects summer camp only; after school program in 2022 is unknown at this time</p> <p>Note B: For 2022 this reflects plumbing repair replacement of pressure tank and outdoor water faucets. Normal operational maintenance includes cleaning, snow removal, lawn care and small</p> <p>Note C: Other includes fundraising and program expenses</p> <p>Note D: includes plant sale, Garden/house/Art Tour and appeal letter.</p>								

