

Approved by the board, 12/15/22

BLAKE MEMORIAL LIBRARY TRUSTEES MEETING

6:30pm, October 18, 2022

In the library basement

Trustees present at library: Jen, Shirley Montagne and Tania Aebj; also present at the library: Jen Spanier, Director, Miranda Moody Miller, Camp Director.

Trustees on Zoom: Rob Rinaldi, Nick Kramer, Kathryn Price, Dina Dubois (arrives at 6:57); also present on Zoom: Kimberly Hotelling, Assistant Library Director

Shirley brought the meeting to order at 6:30pm

Rob moved to approve the minutes of the August meeting , Shirley seconded.

Treasurers Report: Shirley has been working on bequeathment from Driscoll family, still figuring that out, Dick will work on getting accrued interest disbursed to library. All yearly one-time expenses have occurred by now, so there should be decline in budget deficit. Appeal letter going out by the end of November. Still humming along with electricity where it's supposed to be, still projecting we will break even by end of year.

Jen makes a correction to report: under programming expenses, there should be a \$300 instead of \$200 will be covered by this year's grant award. And, museum passes should be under collection, not program. Shirley will make corrections.

Tania moved to approved Treasurer's report, Rob seconded.

Directors Report: Everything is moving along smoothly. Library is now configured for Palace App. Overdrive will be up and running soon, and between these two and the VT State Library Palace marketplace, patrons will have much more access to e-content.

Jen has been attending classes on Aspen Discovery Platform, a more user friendly platform than KOHA. She is hoping to get that up and running in a couple of weeks. Can already check out some of these improvements on website—download Palace App, select our library, log in with card number and pin, and start exploring what it has to offer.

Need to renew Junior Library Guild membership, but cost has leaped from \$2383 to \$3519. So, Jen is thinking of dropping some categories, especially in YA books which don't circulate. She can reduce cost by not renewing some of the categories in their entirety and taking everything they send. Shirley asked if JLG gives any free books. Jen says we receive \$25 free books for every renewed category. But, we might not renew all categories, and we'll revisit what's working best.

Rob wonders: If certain books and categories aren't moving that much, why even have subscription at all, or limit it radically? Jen replies: YA doesn't have a lot of action, so the YA categories can be dropped. But, the juvenile books do get checked out. She believes dropping a few categories and ordering on an as-needed basis will bring savings down closer to 2021 expense.

Book discussion going well, this series is on gastronomy, food and culture. Story hour happens on Thursdays with a group of regulars. Chess club has finished up, and a craft club is meeting in the basement on Mondays, run by an outside organization. We will plan on participating in VT Reads this season with the book *The Most Costly Journey*. Kimberly and Jen got certified for CPR and using the library's AED device—which was broken and is now fixed. A Paint and Sip event was successfully held (Shirley says it was fun), there was basket weaving with Lynn Murphy, and an art exhibit opening for Nancy Kittridge. One painting sold, and her cards are now on display. The Library has been approved for another Courier grant which covers half the courier cost for the year.

Rob: Speaking of grants, please keep eyes open for grant for another tent. Only have a year, at most, left on current one. Showing significant wear and tear.

Rob moved to approve director's report, Nick seconded.

No Fundraising Report.

Governance Committee Report: Shirley and Tania are revisiting policies that need to be approved, updating the policies, procedures and bylaws. Purchasing and Procurement Policy is on the agenda today, ready to be approved.

Kathryn moves to approve Purchasing and Procurement Policy, Rob seconded.

Jen mentions the Laptop Lending Policy needs to be reviewed by lawyer. She sent it to Margaret Loftus and never heard back. Shirley will show it to a lawyer friend who will be happy to take cookies in exchange for review.

Building and Grounds committee Report: Rob described meeting with Lori Buik, who has approved building drainage going through corner of her property. Bill Ricker will come around mid-November to do job. Buik had other concerns, like about how lawn is being cared for, items to discuss next spring. Maybe. Also, if board and treasurer are okay with this, Rob and Carl strongly feel the driveway needs some more staymat in front where there are washouts. While Billy and his machines are already on site, it would be cost effective to have him do it. It won't cost more than a couple of hundred dollars extra. Is this okay? Yes, unanimous agreement.

Another item is front light post. Carl and Rob looked at it and think that since front door is no longer being used, light post is unnecessary and should be decommissioned. Might need to hire

electrician to manage the power out there, put it in a box. Maybe Peter Keene wants to take this on? Electricity to light should be boxed while making sure power still goes to flagpole. Shirley wants B&G to know the other light post is in her barn. Rob will figure out what to do with them both after getting rid of the one currently flopped on ground on front steps. Shirley mentions Brian Kilpatrick took care of other pole a couple of years ago. Again, approval to get rid of light post is unanimous.

Final item: Solving the coat rack issue for after school program, which was supposed to begin today. Project is almost done. Rob and Peter Keene have worked together with two folding coat racks that can be stored in back stairwell when not being used. Hooks are on order, should have them on site by end of this week, beginning of next.

Kimberly was to make sure we understand library funds will cover this, not after school program budget, as Library will benefit from them even when after-school program has ended.

Miranda: After-School Program Report. It was supposed to start this week, but one staff member had to move unexpectedly, so everything is on pause until position can be restaffed. She has been talking to a couple of people who worked on summer camp, but nothing has gelled yet, and the after school program is in holding pattern until she can get this piece sorted out. As soon as bus stop is set up and enrollment is open, she guesses program will fill in an hour. There is room for about twenty kids, Library not big enough for more. Program may possibly expand in spring, will first see how winter goes. Tuesdays and Thursdays? Details still being worked out, depending on Kimberly's preference and availability. Hoping to have it all more nailed down soon. Makes sense to start with two days a week, maybe build up to three days after Thanksgiving. Lots of things/materials/summer camp leftovers are already in place. Programming, payroll and staffing need to be fully hashed out. Also, Miranda fell ill recently, which put everything on pause. There is plenty of program funding, from first week of September on. Kimberly will be compensated for anything on top of her 15 hours for the library. Parents have been reaching out and are excited, Miranda hopes these enthusiasts will be among the first twenty respondents!

Nick asks: Does the delay impact any grant deliverables, or the way it is structured?

Miranda says she estimated a number of weeks the program will be run, it is up to her and the buildup of the program to determine when those weeks will happen. She is also working with grant rep who helps move things around. He's amenable and understanding of changes being necessary.

Kimberly says she has a few questions, but she, Miranda and Jen can meet separately. But, do we have any idea of start date? Nothing cast in stone, but it will be soon.

Shirley moves to next three items on agenda.

Board needs to follow up on Association meeting. Board was elected up for another term. She figured out who came on and when. Did Board have any feedback?

Rob replies that since almost the whole current Board, with exception of Shirley, has had no association with Association, we have nothing to compare this meeting to. Shirley says in the past, there was a nomination committee who would try and find more board members, which leads to next item.

When Board fell apart and consisted of just Miranda, Shirley, Jane, and Linda, they tried to amend bylaws to reduce board from 9 to 7 members. Miranda thinks it was approved. We need to find the bylaws and minutes where changes were approved and update the bylaws for everyone and website. Tania and Shirley will do this and at the next meeting the Board will revisit the bylaws.

Final item: Dina's Bookmobile. Dina says she saw something about libraries that have bicycles for delivering books. She spoke with Shirley about it, who said that might happen in Barre or Montpelier, but couldn't work here. However, bookmobiles might work. Years ago, Dina said she used her caravan to bring books to kids and get them to sign up for library cards. She would like do something like this again, to take a selection of library books and bring her caravan to outlying parts of town, where kids and people could have access to books and library cards. She would be willing to do this in June, July, August and maybe, September. Figuring out how this would work would take further discussion, nothing has to be decided now, she just wanted to throw it out as an idea. Everyone agrees that it sounds like a wonderful plan, very generous of Dina. For now, she has made the offer, time enough to hammer out the details.

Next meeting: December 6, well before the holiday season gets underway.

Any other concerns? No

Rob moves to adjourn, Kathryn seconds.

Meeting adjourned at 7:30pm, goodnight.

Respectfully submitted,
Tania Aebi, substitute secretary