



Blake Memorial Library
Board of Trustees
Agenda – April 18, 2023
6:30 to 8:30

In an attempt to expedite discussions, please read all pre-submitted reports prior to the meeting. Zoom session is listed below

Approve Agenda (1 minute):

Minutes Review and Approval (5 minutes): February 28, 2023

Reports and Discussion: (60 minutes)

1. Treasurer Report (20 minutes)
 - a. 2023 Budget
2. Library Director Report (20 minutes)
3. Committee Reports or Updates. (20 minutes)
 - a. Fundraising : 2023 Garden/Art/House tour
Memorial Weekend Plant Sale
 - b. Governance: Procedures to be reviewed and/or approved
 - c. Buildings and Grounds: no report
 - d. Personnel Committee : no report
4. After school program: Rob and Tania

New Business: 54 minutes

1. Nominating committee for board members
2. Association Meeting schedule
3. Board Staffing when volunteers and staff open the library
4. Extending hours on Wednesday
5. Executive session

Zoom: <https://bit.ly/BMLBoardMeeting>

Next Meeting: June 20, 2023

DRAFT - BLAKE MEMORIAL LIBRARY TRUSTEES MEETING

6:30pm, February 28, 2023, On zoom Trustees present on zoom: Shirley Montagne, Tania Aebi, Rob Rinaldi, Nick Kramer, and Carl Demrow, and Kathryn Price. Also present: Miranda Moody Miller, Afterschool and Camp Director.

Shirley brought the meeting to order at 6:32 pm

Tania moved to approve the minutes of the December meeting; Rob seconded.

Treasurer's Report: Shirley presented the latest actual budget figures but did not provide the budgeted amounts in a separate column since we do not yet have an approved budget. Shirley said she'd like to get the budget finalized and presented and approved at the April meeting. Nick acknowledged the generous \$10,000 gift and that the reimbursement came in on the camp/afterschool program and thanked all those who worked to hash out an agreement on the after-school program and summer camp. Rob asked if Shirley had refreshed the line of credit and Shirley said she was on that. Rob moved to accept the treasurer's report and Nick seconded. The Treasurer's report was unanimously accepted.

Jen was not present, so Tania ran through the Director's report, and we had a couple of grant related questions. Rob moved to accept the Directors report and Tania seconded. The Director's report was approved unanimously.

Governance was next. We began to review the work of the committee and the forms in the board package including the confidentiality forms and the library use policy. After a question from Nick, Tania replied that these policies and forms all reflect best practices and are recommended for operational use. Shirley said that we have not in the past set a fee for use. The schedule was created for use by for profit entities, but the fee can be waived for non-profits and community groups. Tania said the facility rental policy was based on polls that had been obtained from other libraries. Shirley suggested a bit more work in the fee schedule. Tania offered to take out the fee schedule and add that donations to offset the cost of operations would be welcome and appreciated. There were some questions about the regularly meeting groups like mahjong. Rob said he'd like to have language in there that does protect our ability to charge a fee. Nick suggested an "at the discretion of the director" clause. Rob suggested he and Tania and Nick work together on the facility use policy and Tania agreed. Tania moved to approve the laptop and confidentiality agreements. Rob seconded. The board unanimously approved both.

The fundraising committee is meeting with Anne Peck on March 10. Prices will be set for the tour, and we are hoping for another successful one.

Vermont Afterschool Grant Rob gave a brief chronology of where we have gone since the last board meeting. Miranda said the after-school program would start up after vacation and that an alert that registration will be starting soon will go out on Monday. Rob asked about getting in touch with Amy Kramer at the school and Miranda said that she was doing that. On February 22 the board held a vote by email to rescind its previous action in the December meeting on the Vermont after school grant. The vote passed 7-0-0. For the record, Shirley made a motion to rescind our previous action on the Vermont Afterschool grant for the after school and camp program. Rob seconded and the motion passed unanimously. The next board meeting will be April 18. Rob moved to adjourn, and Tania seconded. The meeting adjourned at 7:06 PM

Respectfully submitted, Carl Demrow, secretary

Director's Report

General Operations:

- We continue to be open for our full hours for both in-person and curbside service. Interlibrary loan service continues to be active, as does patron use of Overdrive and Kanopy. Circulation and number of visitors have been fairly steady with continuing increase in circulation of downloadables.
- We've provided access to computers, public WiFi, and printing/copying/faxing/scanning services.
- Passes are available to be checked out for the Vermont Institute of Natural Science, the Fairbanks Museum, the Echo Leahy Center, and the Billings Farm and Museum, and Vermont State Parks and Historic Sites in-season.

Collection:

The Red Clover, Vermont Golden Dome, and Green Mountain Book Award nominee books have arrived and we will start promoting them to our patrons. We plan to incorporate the Vermont Golden Dome books into youth activities this summer.

We've been working on getting into a routine of ongoing culling of the collection to free up room on the shelves for new books and keep the collection current.

Scott Welch is trying to make the final adjustments to our lending laptops as well as update the others remotely. We've had trouble with the internet crashing every time I get them all set up for him. He is pursuing the possibility that we have a modem or network issue of some kind causing this.

Programming/Events:

- Our Edith Wharton book discussion series, moderated by Suzanne Brown of the Vermont Humanities Council, has been going well with very good attendance at our meetings. We also held a movie night, showing the Age of Innocence based on Edith Wharton's novel.
- Story hour has continued on Thursday mornings with a growing group of regular participants.
- We have an ongoing Grow a Reader program, encouraging families to read 1000 books to their children before kindergarten.
- A Crafting Club is meeting at the library on Monday afternoons. Chess Club, led by Hank Buermeyer is wrapping up for the time being. A Board Game Club for ages 9 and up is meeting on Wednesday afternoons. A Dungeons and Dragons group meets here on Saturday mornings.
- Basket making workshops have been led by Lynn Murphy.
- In March we held a spring crafting activity, making needle felted bunnies.
- A mahjong group is meeting at the library again.
- Free seeds are available for patrons to take.
- We had book displays for Women's History Month, and currently for National Poetry Month.
- We offered a Poetry Sharing event but didn't get any attendees.
- Little Rivers Health Center has two Advance Directive programs scheduled at the library in April.
- The Harry Potter Club is back on May 3, by popular demand. Later in the month there will likely be a movie and potluck.
- We are sponsoring a Bird Walk on May 13, and a Wild Garden talk by Alicia Houk on May 17.
- Plans are underway for the Summer Reading program, with expanded activities and larger prizes for older children.

Art Display:

Linda Bryan's Wavy Windows photographs are currently on display.

Vermont Library Association Conference:

I attended the VLA Conference in South Burlington on April 3. There were many great sessions and I have some interesting ideas to pursue, including supporting a robotics team without actually coaching it.

Grants: I'm exploring grant opportunities to purchase solar panels and a backup battery for the library. I filled out a needs assessment for the Vermont Department of Libraries which is directing applications for two upcoming grant opportunities that apply to libraries: **Public Facilities Preservation Initiative Grant Funding for Libraries**, and **U.S. Treasury Capital Projects Fund for Libraries**. I'm anticipating that we will be directed to the second source of funding because it will help ensure continued internet access for our patrons during a power outage.

I've spoken with the directors at the Lincoln Library and the Craftsbury Library about similar projects. I am also working on contacting local solar providers to see if we can get consultations and estimates. Sun Common declined because we "too small" a commercial project. I am awaiting information from Catamount Solar out of Randolph and will call more providers this week. We are not far enough along in the process to apply for the EBSCO grant this year which has a deadline of April 21.

Other upcoming federal grant opportunities are **Energy Retrofit Grants for Nonprofits** and **Clean Energy Tax Cuts**. I think the Clean Energy tax cuts will apply to us if we install solar panels.

We have been awarded a \$300 Summer Programming Grant through the Vermont Department of Libraries for a presenter during our summer reading program. We are collaborating with the Corinth Conservation Commission to bring in Ben Kilham to give a bear talk at the Town Hall.

We've applied for a \$500 Winnie Belle grant to help cover the costs of expanded programming for our middle grade kids this summer into the fall.

Covid: Masking in the library is now optional. We will continue to offer hybrid programming whenever possible to accommodate patrons who would prefer to participate from home.

Respectfully submitted,

Jennifer Spanier, Library Director

4/15/2023

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
Sept-22	876	101	318	58	376	34
Oct-22	724	110	317	89	406	41
Nov-22	620	118	228	62	290	30
Dec-22	563	131	252	64	316	26
Jan-23	641	162	258	121	379	28
Feb-23	844	126	266	133	399	30
Mar-23	756	184	313	128	441	42

	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
Sept-22	141	71	11
Oct-22	49	130	13
Nov-22	75	30	8
Dec-22	41	62	14
Jan-23	22	189	20
Feb-23	81	106	20
Mar-23	81	168	27

Treasurer’s Report. The Finance Committee voted to approve the 2023 Budget. It is a very tight budget with a small deficit.

The Roehmholdts who clean the library have increased their hourly rate from \$20 to \$25. They haven’t raised their rates for over 10 years.

Per Laura at Swenson, our businessowners renewal and the reason for the increase of \$400 is due to a rate increase and an increase in the building value. The replacement cost last year for the building was \$787,000 and this year it has increased to \$877,000. Values have been going up due to the increase in costs for lumber, supplies and labor to rebuild or repair in today’s marketplace with all carriers.

To date, I have drawn \$18,000 from the new Line of Credit to cover after-school expenses.

Our 2023 Budget and 2022 receipts and expenses are as follows.

Blake Memorial Library Operating Budget for 2023			
Library Operating Receipts	FY 2022	Budget 2023	Notes
Corinth/Topsham Disp	5,138	5,138	
General & Memorial Donations	3,355	3,355	
Amazon Smile	235	200	
Book sales	370	370	
Garden Tour	4,328	4,500	
Appeal Letter	4,745	17,000	10,000 donation in 2023 and expected 7000 in appeal donations
CM Blake Trust (Mellon)	5,000	5,000	
FA Gendrot Trust (BoA)	19,292	14,925	Per letter from Trust. Expected disbursement for 2023
Holland Fund	20,000	20,000	leave at \$5,000/quarter
Honeywell Stock Dividend	286	286	
Grant Income	6,891	875	Excludes Vermont After School program. No ARPA money in 2023. per Jen
Plant Sale	898	900	
Miscellaneous Income	1,596	696	CC points; exclude \$900 from Town CD interest payout in 2022
Total Receipts	72,133	73,245	
Library Operating Expenses			
Payroll	44,090	45,413	3% increase; includes payroll taxes
Insurance (excluding Camp)	2,221	2,455	Property insurance increased replacement value of building. Workman's comp is \$355
Collection	13,270	9,143	Conversed with Jen on discretionary funds needed to meet budget
Equipment	1,776	605	No ARPA funds for equipment purchase; last year was screen and projector
Program expense	2,926	2,500	Kept since draws a lot of patrons and visitors to the library
Technology	1,551	1,000	\$1000 any emergency replacement of computer.
Other Library Expenses	54	55	Dues
Snow & Lawn care	1,976	2,000	\$1700 Through Nov.
Cleaning	2,040	2,040	\$200/month for 12 months
Fundraising	1,261	1,260	Postage is \$360 for fundraising; \$900 balance is for the spring Tour
Supplies	996	1,000	
Postage & Delivery	468	350	Increase in first class postage to \$0.60 first class; includes box rental of \$160
Building Repair	3,511	1,000	
Electric	4,251	4,700	Conservative estimate. YTD Nov is \$4,000; December Bill will be \$700
Phone & Internet	1,882	1,700	WIFI is at 25/25; includes discounts from Tops Tele;
Fire Dispatch & Elevator Insp	1,044	845	Elevator Inspection and Fire Alarm dispatch fee
Other	571	900	Includings 990 return software fee of \$120; other miscellenous items
Total expenses	83,888	76,966	
Operating (Deficit) Gain	(11,754)	(3,721)	

Sincerely, Shirley Montagne, Treasurer

Current Operation Receipts and Disbursements are as follows:

Blake Memorial Library		Operating Budget YTD April 18, 2023
Receipts		
	Donations - Misc	80.00
	Amazon Smile income	59.48
	Art Sales	147.60
	Fund Raising Appeal Letter	16,521.00
	Grant	550.00
	CM Blake Trust (Mellon)	1,000.00
	FA Gendrot Trust (BoA)	3,731.25
	MH Holland Fund Disbursement	5,000.00
	Honeywell Stock Dividend	59.04
	Miscellaneous Income	50.00
Total Receipts		27,198.37
Expense		
	Payroll Expenses	24,493.48
	Fire Ins.	2,100.00
	Liability Insurance	126.00
	Courier cost	363.81
	Subscriptions - Magazine	55.75
	Collection - Other	709.96
	Program Expense	443.00
	Computers & Software	317.97
	Technology - Other	89.94
	Cleaning Service	520.00
	Snow Removal	970.00
	Trash Removal	15.00
	Fundraising	6.74
	Miscellaneous	0.00
	Supplies	476.75
	Electric	2,165.00
	Internet	287.96
	Telephone	209.33
Total Expense		33,350.69
Net Ordinary Income (loss)		-6,152.32

Blake Memorial Library

POLICY FOR USE OF THE LIBRARY BY AN OUTSIDE GROUP

Nonprofit organizations and community groups may reserve library space and must be engaged in educational, cultural, intellectual or civic activities. The activities or programs conducted by the groups must be free and open to the public and must show a clear relationship to the mission of the Library. No fees, dues, or donations may be charged or solicited for any program. Granting of permission to use the Library facilities does not constitute an endorsement of the content of program or activity by the Library Board, staff or the Town.

Donations to help defray electrical and maintenance costs will always be greatly appreciated.

Any group who uses the library facility for any purpose must leave it as clean and organized as they found it. If, for any reason, as determined by library staff or trustees, the facilities aren't being used respectfully and extra cleaning, organizing or repairs become necessary, this group will be charged \$50 per occurrence.

Standing reservations for regular meetings may be scheduled for a three-month time period with the approval of the Director. To ensure access for all members of the community, the Library generally will not allow regular weekly meetings by a single group or individual for an extended period without periodic review.

No group or individual may assign its reservation to another group or individual.

Meeting room is available to persons 18 years or older. Persons under the age of 18 are eligible to use the room when adequate adult supervision is provided.

No smoking or drinking of alcoholic beverages is allowed on site. Groups are responsible for their own supplies, set up and pick up. They are responsible for leaving the library room clean. Trash must be disposed of in appropriate containers.

Audio/visual equipment may be used with advance permission only.

Individuals or groups should not disrupt the normal use of the library and must follow applicable rules and regulations. If a group is meeting during non-library hours, a person authorized by the Board of Trustees must be in attendance.

Special permission by the Board of Trustees must be granted for groups larger than 20 people.

The Library Board of Trustees, Library Director, employees and volunteers assume no responsibility for loss, theft or damage of property of any group or individual using any of the Library's facilities, and in addition, assume no financial responsibility for personal injury, including death, of any individual using the library.

Groups are prohibited from making statements in their advertising or meeting announcements that suggest Library sponsorship or endorsement. Neither the name nor the address of the Library may be used as the official address, mailing address, or headquarters of an organization.

The library reserves the right to approve or reject applications. Failure to comply with any of the above guidelines may result in the loss of future library room privileges.

This application form must be received at least 10 days prior to use.

APPLICATION FORM

Name of organization: _____

Address: _____ Size of group: _____

Date/day requested: _____ Time: _____

Description of program or activity: _____

Person responsible for arrangements: _____

Mailing address: _____ Phone: _____

Email address: _____

I have read this policy and agree to follow the above guidelines:

Signature

Reservation Confirmed: _____

Library Director

Date

Trustee

Date

Policy approved by the board: