

Middletown Springs Public Library
Regular Trustee Meeting
Wednesday, March 9, 2016
7 p.m. at the Library

Kimberly called the meeting to order at 7:05

Present: Kimberly, Lois, Alida, Kristal, Beth, Patty

1) Nominated and approved a slate of officers including:

- Patty McWilliams as Treasurer
- Beth Miller as Secretary
- Alida Tarbell as Vice President
- Kristal Hier as President.
- No discussion; approved slate unanimously

2) Changes, Additions, Approval of Agenda: none

3) Approval of Minutes

- Kristal moves to approve minutes; 2nd by Patty. All approved

4) Policy Review & Discussion

- Kimberly produced a book of policies for the library as well as completed trustee notebooks for each trustee. Each includes schedule for 2016 of policy reviews, Dept. of Libraries manual for trustees, and laws for public libraries
- Kimberly will give packet of policies by March 22nd for next meeting

5) Treasurer's Report will be offered next month

6) Librarian's Report – Highlights include:

- Adequate number of bookshelves for the new library
- Melissa is focusing on programming
- Tales for Toddlers will start next week
- Kimberly is hoping to schedule a spring clean-up day
- Kimberly found the copies of old minutes but will ask Kristal and Lois for outstanding copies for archive purposes
- See attached librarian's report

7) Friends Update

- Meeting on March 15th. Lois will attend
- Kimberly will write report for Lois to take

8) Old Business

- Pie for Breakfast:
 - Patty will not be available

- Alida contacting pie makers
- Promotion has already gone out including Facebook and Front Porch Forum, Lakes Region Free Press
- Make sure to take more pictures this year for future promo
- Prices are set and in keeping with last year's prices
- School is scheduled
- Set up is on Friday – Lois, Alida and Kimberly will go up on Monday 9am to look at tables and plan in more detail
- Get kids to help sell raffle tickets; have tickets already
- Need volunteers – go to the regular volunteer list
- Bylaws checked and good. Motion to continue with current bylaws – Kristal 1st, Alida 2nd
- Kimberly noted that libraries are supposed to find proof as to whether they are incorporated or sanctioned as a public library by the Selectboard. If not sanctioned, need to do that. Kimberly will go back through the town reports to check. Still working on this.
- Have purchased a dump card as a thank you for Martha and Peter as they always pick up the trash.

9) New Business

- Fundraising Letters need to be done – one beginning of November, follow-up during National Library Week in April. Pass this year in April and do one big one in November, another the following April. Revisit in September.
- Kimberly curious about other avenues for recorded books at \$375 – might be good to compare good to see which works best. Could come from Collections budget.
- Spring clean-up – will ask Long Trail students if they have community service hours they need to use up. Will need a couple people to oversee the work most of which will be outdoors. April 23rd is Saturday 10-12 after break and day after Earth Day. Lois, Kristal and Kimberly will oversee. Peter Heitkamp could bring pizza from Poultney.
- Need a plastic tub for storing paperwares
- Book Sale: Scheduled for first weekend in June. Lois to talk with Friends about scheduling
- Assistant Librarian position filled until end of June. Need to write a job description and post opening by end of April, interviewing in May; July 1st start date. Kimberly can draft a job description from the Director's job description.

10) Other Lawful Business: none

11) Set Next Meeting Date: April 27th, 7pm Library.

12) Motion to Adjourn: 1st by Alida; 2nd by Kristal

Respectfully submitted,
Beth Miller
Secretary

Librarian's Report March 2016

Collection:

- o Arianah measured shelves in library and on proposed plan... there will be room to grow in all areas of the collection from 1.66x to 4x.
- o Stewart's/MSHS grant money still needs to be expended.
- o With backlog cataloging up to date, new focus will be to update the faulty barcodes.

Volunteers:

- o Staff meeting needs to be scheduled. (still)
- o Spring is coming with onslaught of kids wanting community service time in library. Last year we offered two ½ day workdays which was great for us & teens. Maybe one could be Spring Clean Up day.

Programs/Events: Melissa is hard working to increase programming as you can see

- o "Reading Rebels" Kids Book Group – a success. Reading Hero by Mike Lupica in April.
- o "Tarn" Workshop being offered by Maria Louka on Thursday March 10, 6:30pm
- o Blind Date with a Book [year #2] – 50 books went out on dates. Winner to be draw on SAT March 12.
- o Knitting Group is looking for new members
- o Book Group is reading Wild by Cheryl Strayed for March 25
- o Two *Spark a Culture of Innovation* Maker Programs –DOL behind in scheduling.
- o Death Café – TBA in April/May. Made contact with Robin Taft, moving forward.
- o Tales for Toddlers (& their tenders) – pilot program March 16- April 13, 9:30am Wed. (MCT, Martha).

Infrastructure:

- o Spring Clean Up Day – can we schedule one, perhaps spearheaded by a trustee? With teen helpers?

Fundraising/Grants:

- o Adopt an Author: hope to launch in February, March!
- o Pie for Breakfast – school is reserved for April 2. Promo beginning now.
- o Annual Letter – timing?
- o Stewart Holiday-Match Grant: Friends submitted grant on our behalf for summer program expenses.
- o Vermont Reads Grant due June 3, 2016

Policy: for Review, Edits and Future Adoption

- o Approved Policies are in your brand new Trustee Notebooks. Also Schedule for 2016 Policy work.
- o Packet of Policies to review at April meeting will be in your hand by March 22.

Other News: please note

- o ILL Courier service – still happy. We have filled 28 book requests! for patrons since start of program (Jan 25).
- o Building Committee – draft plans well received at Town Meeting. Estimating work happening next.
- o Minutes of Trustee minutes: town website needs our minutes archived. I will be working on this between now and next meeting. I may need help finding minutes.
- o I will be out of town March 22-29. My shifts are being covered by Melissa. I will make up the time.
- o Friends are meeting Tues, Feb 15, at Maureen's to plan gardening festival event.
- o Book Sale Dates – can we set them? I am being asked.

As always, it is a pleasure to serve this board and town.

Thank you for your continued support.

Respectfully Submitted,

Kimberly Bushnell Mathewson, Librarian