

Middletown Springs Public Library
Regular Trustee Meeting
Wednesday, April 27, 2016
7:30 p.m. at the Library
APPROVED

- 1) Call to Order at 7:40 Kristal, Kimberly, Alida, Lois, Beth, Patty
- 2) Changes, Additions, Approval of Agenda
 - Changed date on minutes;
- 3) Approval of Minutes approved moved by Alida; seconded by Lois; motion carried
- 4) Policy Review & Discussion
 - Discussed Children in the Library Policy and Kids in the Library - looks good
 - Privacy and Confidentiality, Laws and ALA - these are ready to go as well
 - Next policies to be reviewed are: Equipment Usage, Gift Policy, Reference Policy
- 5) Treasurer's Report
 - Patty reports that the program producing the report was not acting as expected. Some formulas were not quite right to bring numbers to the right place. Should all be in order now. After fiscal year end will move to Quickbooks.
 - Ending balance \$3,539.11
 - Patty will email Gene Bertche to inquire about the Louis Library Fund payment
 - Friends of the Library donation \$1,650 to date.
 - Down on fundraising - Annual Appeal to be done in Fall - skipped this Spring.
 - Book sale to come in June
 - All taxes, salaries and bills, with exception of Library World, paid
 - Next town allotment to come in June
 - Way up on events - previous \$750 up to \$1500 this year; makes up for loss from no Spring letter of appeal
 - Will not be buying more fuel; electricity will be down.
 - Kristal motioned to accept treasurer's report, Lois seconded - motion carried
- 6) Librarian's Report
 - Digital One Click - money well spent
 - Inventory of the collection will be done for a clear view of collection
 - Death Cafe is next week
 - Herb Childress has a new book out - would like to have an event
 - Kudos to Spring Cleaning Team
 - Everything is fine. Building Library Assistant's job description - deadline....
 - Seed Swap - 1 person came to the event but the box of seeds is well visited; low maintenance activity.
- 7) Friends Update
 - Planning Gardening Festival; have speaker list; will make wraps for \$2.00 each - simple food. If Library has specific needs Friends would like to know.
 - Would like a coffee urn. Alida and Maureen talked about this
 - Next Friends meeting is Tuesday, May 10. Lois will go.
 - Gardening Festival - they will reach out to trustees if they need help (8-3). Message came from Judy with flyer

- 8) Old Business
- Pie for Breakfast - minimal expenses, well attended, at least ½ were not from MTS. Lisa from the school was very upset about the way the kitchen was left; garbage had not been dumped; floor was really dirty. Dishwasher was not emptied and water was left in it. Will ask school to make a checklist for events. We should purchase/obtain our own forks - need more for next year. Teens need to be more proactive with ongoing set-up. Add dishsoap to list of items to bring. Total \$1567 after expenses.
 - Are we sanctioned/incorporated? Will address this again next month. Kimberly will go back through the town reports.
 - Fundraising letter timeline: to get out in the beginning of November.
 - Discussion of Assistant Librarian position - Need a job description draft. Kimberly has inquired with other libraries who are responding. Kimberly will have the description compiled by next week and will send out to trustees for comment. Hopefully will know by the first of June who we will be hiring. Can post to Front Porch Forum and in places we legally warn. Letters of intent need to be received by May 15. Interview by end of May. Discussion to write a job announcement instead of a full job description. Kristal to write brief job announcement and send to trustees for approval. If needed, May 16th set aside to discuss applicants. Interviews can be held on Monday, May 23rd at the regular (rescheduled) trustee meeting
 - Carpet cleaning - usually do Veteran's weekend. Rutland Carpet Cleaners - Alida to contact in Fall.
- 9) New Business
- Continue to revisit Kimberly's job description and fee structure. Look at chart made by Kimberly which shows trajectory/long term view for position.
 - Building repairs: Herb needs photographs so insurance agent doesn't have to come out. Patty will photograph with her better camera as Kimberly's wouldn't record properly. Send to Laura and Herb.
 - Book sale: 1st weekend in June - Lois has been sorting, Kimberly doing promotion, Beth will schedule volunteers, need four able bodied volunteers to get tents up (Patty, Kristal, Beth, a couple strong backs), need tables - tents go up Thursday, tables up Thursday night, books go out Friday at 3pm with kids and pizza, staff for two days, leave open for a few days. Take down. Patty to get opening bank of \$50.
 - Childress event: Dessert and conversation - Kimberly to check with Herb - late June or August.
- 11) Set Next Meeting Date - May 23rd; 7pm
- 12) Motion to adjourn by consensus.

Respectfully Submitted,
Beth Miller, Secretary

Collection:

- Digital One Click – audio & ebooks has started. First impressions; much easier to use. Not sure yet about how the collection differs from Listen Up Vermont.
- Stewart's/MSHS 2015 grant money still needs to be expended.
- With backlog cataloging up to date, new focus will be to update the faulty barcodes (changing VS01 to VSO1)
- Inventory of collection: it has never been done or at least not in last 10 years. Plan on it before July 1.

Volunteers:

- Staff meeting needs to be scheduled. (still)
- Second Sat of the month still needs a regular volunteer.

Programs/Events:

- Death Café – Tuesday, May 3 at 7pm. Robin Taft, experienced DC facilitator, will be here. MCT to host for us. We are borrowing tables from MSHS & will need some baked goodies or a cake. A death café is an opportunity to talk about death in frank and open terms. Similar events have been held world-wide. It is NOT a bereavement group or intended to push any specific agenda – other than to make a space in which it is ok to talk about death, a subject which, while often taboo, is something we will all eventually experience.
- Herb Childress has a new book out and has offered to do a talk. Let's discuss scheduling.
 - The Ph Dictionary: a glossary of things you don't know (but should) about doctoral and faculty life
- Summer Program – Melissa attended summer program planning workshop and we are hashing out a schedule for the summer. Theme is "Get in the Game: READ" or "Ready, Set, READ" ie: movement, fitness, Olympics, activity.
- Tales for Toddlers – pilot was a big success. We are running another series for month of May, Wed's at 9:30.
- "Reading Rebels" Kids Book Group – one more book before summer. Reading Hatchet by Gary Paulsen.
- Book Group is reading The Devil in the White City by Erik Larson. (Then we will need to make new list)
- Two Spark a Culture of Innovation Maker Programs –DOL way behind in scheduling.

Infrastructure:

- Spring Clean Up Day was a success. All items on our A-List were accomplished. Thanks to Nicholas Seidner, Evelyn Seidner, Emery Letendre, Anna Mathewson, Olivia Hinterberger-Kelly, Emmett Morgan, Meara Morgan, Winsome Moran & fearless leader Lois Dansereau. Homemade lemonade was a big hit (Beth!).
- The Fire – The library sustained minor damage to three east-facing, double paned windows, and to the gutter. The town insurance company has been notified. We are waiting to learn about coverage before proceeding with any repairs. Only the exterior layer was damaged in each window so we are in no danger. The fire department is to be commended for helping protect our building.

Fundraising/Grants:

- Adopt an Author: hope to launch in sometime in the near future
- Pie for Breakfast – a success and good feedback about the new space.
- Stewart Holiday-Match Grant: Friends submitted grant on our behalf for summer program expenses – haven't heard back if we got.
- Vermont Reads Grant due June 3, 2016 [two books about Shackleton's adventures]
- Book Sale Dates – Sat June 4 (8-3) and Sun June 5 (10-3). Can we add to agenda, please?

Policy: for Review, Edits and Future Adoption

- For review at April meeting: Children & the Library, and Privacy & Confidentiality

Other News: please note

- Friends' Gardening Festival is scheduled for SAT May 14, 8am-3pm. For your calendar!

As always, it is a pleasure to serve this board and town.
Thank you for your continued support.

Respectfully Submitted,
Kimberly Bushnell Mathewson, Librarian