

**Middletown Springs Public Library**

**Regular Trustee Meeting**

Wednesday, June 22, 2016

7 p.m. at the Library

APPROVED Minutes

**Present:** Kristal Haynes Hier (president), Alida Tarbell (vice-president), Patty McWilliams (treasurer), Lois Dansereau (member), and Kimberly Bushnell Mathewson (librarian).

**Absent:** Beth Miller (secretary)

1. **Call to Order:** 7:09 by K Hier.
2. **Approval of Minutes:** P McWilliams moved to approve the minutes from May 23, 2016 as presented. L Danereau seconded. Motion carried.
3. **Policy Review & Discussion:** Three policies were brought back redrafted: Library Equipment Use, Gift Policy, and Reference & Readers Advisory Policy. Discussion ensued. With minor changes all three are deemed ready for approval at the next regular meeting.
4. **Treasurer's Report:** P McWilliams presented treasurer report. Town allotment is due at the end of the month and it looks like we will end the fiscal year in the black. Discussion ensued. Timing of annual appeal and the possibility of adding an additional fundraiser were discussed. In new fiscal year (July 1), P McWilliams will move library bookkeeping onto Quickbooks as she is more familiar with that program. A Tarbell moved to accept the Treasurer's Report. K Hier seconded. Motion carried.
5. **Librarian's Report:** K Bushnell Mathewson reviewed attached Librarian's Report for June 2016. Highlights included:
  - a. Plan for rolling out new Town Newsletter over the next three months. It will be available as a digital PDF and in paper copy for those who subscribe.
  - b. Vermont Reads – our application was accepted. Books will arrive mid/late August and programming scheduled mid-Sept through October.
  - c. Death Café #2 was a success.
  - d. Several teenagers have offered to volunteer this summer which will be great.
6. **Friends Update:** tabled as they have had no meeting since our last meeting. It was noted that the Friends have scheduled their Lawn Sale for Saturday, Sept. 10. K Hier will watch for notice of their next meeting; she will attend if available or ask for another trustee to do so.
7. **Old Business:**
  - a. **Window Repairs:** no word yet back from town office about insurance coverage. K Hier will check in with town clerk and then will call LCT to inquire about the town's coverage.
  - b. **Book Sale** was a success. Great volunteer helpers for set up & take down. 30 remaining boxes of books were taken to Gleason Road Transfer Station and donated to Big Heart Books (name?). Holding another sale in the fall was discussed. No decision made.
  - c. **Town Calendar** was discussed. It is missed by many and the library would be willing to take it on as a service to community. K Hier to inquire.

**8. New Business**

- a. **Planning Commission** is looking for feedback for questions to include in their survey in advance of preparing new edition of the town plan. K Hier to ask for more information and added it to the agenda of the Special Meeting scheduled June 29.
- b. **Louis Library Fund:** no income was forwarded by the Trustees of Public Monies this year. L Dansereau approached Gene Bertsche who will look into it. She said it had been set up, when she was on the committee, to provide a percentage of the interest income to the library each year.
- c. **Town Newsletter:** K Bushnell Mathewson presented a draft version of the newsletter. It is bare bones version of The Magnet to get pertinent information and event happenings to members of the community. Over the summer months it will be developed with first full issue to be published in September. Shirley Moyer is supportive of the project and offered to help in any way she can. She suggested that one issue (September?) be mailed to every household so that people, especially those not on Front Porch Forum, will know it is happening. Further mailings will be by subscription (\$6 annually) to cover the postage. Trustees approved the format and charged the staff to develop best ways of disseminating the newsletter.

**9. Other Lawful Business** none.

**10. Set Next Meeting Date:**

- a. **Special Meeting** scheduled for Wednesday, June 29 at 7pm. At B Miller's house as there is a movie at the library that night.
- b. Next **Regular Meeting** scheduled for Wednesday, July 27 at 7pm at the Library. No meeting in August unless needed.

**11. Adjourn** at 9pm.

Respectfully submitted,

Kimberly Bushnell Mathewson, Librarian  
(Filling in for Beth Miller)