

Middletown Springs Public Library
Regular Trustee Meeting
Wednesday November 16, 2016
6 p.m. at the Library

Present: Kristal Hier, Alida Tarbell, Patty McWilliams, Beth Miller, Lois Dansereau. Also present: Kimberly Bushnell Mathewson (librarian).

- 1) Call to Order at 6:11pm by Kristal
- 2) Changes, Additions, Approval of Agenda – none
- 3) Approval of Minutes: Alida motioned to approve minutes; Kristal seconded; motion carried.
- 4) Policy Review & Discussion
 - o Children in the Library
 - o Privacy and Confidentiality PolicyPatty moved to accept above policies; Kristal seconded; motion carried.
- 5) Treasurer's Report: Lois motioned to approve Treasurer's Report; Beth seconded; motion carried.
- 6) Librarian's Report – Kimberly presented the report to the appreciation of all trustees – (both the report and the librarian). Focus was on the strengthen and breadth of programming at the library this fall.
- 7) Friends Update:
 - o Discussed issues brought up during Friends Annual Meeting.
 - o Several FOL members will come to Trustee meeting in January to discuss Tea and Conversation work
- 8) Building Committee: no update.
- 9) Old Business:
 - o Volunteer Dinner Menu and Date: Sunday, February 5 at 5:30. Kimberly to send out an invitation to all volunteers.
 - o Calendar delivery update/planning: Patty and Beth to give out and sell at craft fair. Friends will help with delivery. Alida and Kimberly will put names on envelopes. One more FPF post will sent to remind pre-orders to pay by Dec. 1 to receive pre-order price.
- 10) New Business:
 - o Fundraising Letter - Stuffing/Addressing/Planning. Alida noted that the school generously allowed us to copy there.
 - o Rug Cleaning and deep clean of library; motion made by Patty for Beth to

- work with Mary Helm on a cost for cleaning. If less than \$200, the board authorized beth to move forward. Best time to schedule rug cleaning is Martin Luther King weekend – do work on Friday, closed on Monday, no traffic on rug until Tuesday. Alida seconded. Motion carried.
- Darkening Shade for back window – Friends would pay for shade – we need to measure and get an idea as how much it will cost. Staff to measure and trustee to procure cost estimate.
 - FY 2018 Budget by December 1. Need to have a total number which includes staff salaries.
 - Staff Evaluations – planning. Kimberly to meet with Melissa next week (week of November 29). Kimberly will then do a self-evaluation and get it to the Trustees prior to their meeting on Saturday, December 3, at 8:30am (budget & staff evaluation).

11) Other Lawful Business:

- Winter maintenance discussed.
- Additional lighting in back: Bill has given a report which we will pass on to Andy Floyd for an estimate. Friends will pay for this additional lighting. Lois will take care of this.
- Beth to write Thank you to John Van Hoesen for his talk.
- Kimberly to write Thank you to Gary Lindorff for his talk.

12) Meeting Dates:

Special Meeting 12/3/16 at 8:30am
Next Regular Meeting 1/25/17 7pm

13) Adjourn at 8:10pm.

Respectfully Submitted,
Beth Miller, Secretary