

**Middletown Springs Public Library**  
**Regular Trustee Meeting**  
**Wednesday March 27, 2019**  
**7 p.m. at the Library**  
**Approved Minutes**

Present: Kimberly Bushnell, Kristal Hier, Patty McWilliams, Diane Rosenmiller, Beth Miller

- 1) Call to Order at 7:10
  - Kimberly asked for nominations for slate of officers. Discussion. Patty nominated existing slate: President – Kristal Haynes; Vice President – Alida Tarbell; Treasurer – Patty McWilliams; Secretary – Beth Miller  
Patty motioned; Diane seconded; motion carried.
- 2) Changes, Additions, Approval of Agenda
- 3) Approval of Minutes
  - Patty motioned to approve February 20, 2019 minutes; Beth seconded; motion carried
- 4) Policy Review & Discussion-for march
  - On hold until April
  - List of revised policies to be readopted was reviewed and approved
  - Beth to warn
- 5) Treasurer's Report
  - Waiting for next allotment from Town
  - Kristal motioned to approve report; Patty seconded; motion carried
- 6) Librarian's Report – In addition to all the wonderful programming, volunteer and collection information, the following specific needs were addressed in the Librarian's Report and noted here:
  - Will need new rug for inside the door; trustees approve the purchase – Kimberly to find a suitable one.
  - Needing a new computer; Kimberly is researching; will need to purchase sooner rather than later. Trustees will create a tech reserve fund so are more prepared in the future. Kimberly to ask Town about Cloud space.
  - There was a crack found in the outside pane of the window in the Children's Section. Kimberly will ask Andy to take a look.
- 7) Friends Update-next mtg ??
  - Paint and Sip to be held this Friday
  - One of the Asian prints that turned up at one of the last lawn sales has sold.
  - Have other events and programs in the works including the May 18<sup>th</sup> Garden Festival
  - Next meeting April 9<sup>th</sup>; Kimberly and Kristal to attend
- 8) Building Committee Update
  - Moving towards getting the consultants to begin a fundraising study
  - Selectboard is looking toward the fall for a vote
- 9) Old Business
  - Plan to Discuss/Approve strategic plan – Alida gives her approval of the strategic plan despite her ability to be here to discuss further.
  - Patty moved to endorse the strategic plan; Beth seconded; motion carried.
  - Next month we will work on goals and action items.

- PFB final Report – Pie did very well this year; will add more tables next year and perhaps hold raffle drawing earlier (10:30?). There are still a few raffle items left here at the library. Diane will call winners again for pick up or other arrangements.
- 10) New Business
- Audit Discussion- we are part of the town audit. All information requested was given to the auditors. We are a municipal library as per Kimberly’s findings.
  - Moving financials to town treasurer:
    - ❖ Library board will create orders for Town Treasurer to cut checks
    - ❖ Certainly payroll – what else? Might lose debit card.
    - ❖ Will start July 1, 2019
    - ❖ Finances are still autonomous – will remain apart from Town accounts and Selectboard control.
    - ❖ Decision needs to be made before May for Selectboard to also act on it before July 1, 2019.
    - ❖ Should hear from Auditors around April 15
    - ❖ Will discuss further at next meeting
  - New computer – Kimberly looking into this
  - Kimberly will talk with David about using the Historical Society for Book Sale (May 31 – June 3<sup>rd</sup>)
  - Annual Appeal Letter
    - ❖ Letter drafted first week in April. Should have letter signed by all trustees by April 19th and will divvy up for stuffing at next meeting (April 24<sup>th</sup>).
- 11) Other Lawful Business
- No other lawful business
- 12) Set Next Meeting Date
- Next Regular Meeting April 24th 7 pm at. The Library
- 13) Kristal moved to adjourn at 8:30. Diane seconded; motion carried – meeting adjourned

Respectfully submitted,  
Beth Miller  
Secretary

## **Librarian’s Report                    March 2019**

### **Staff/Volunteers:**

- **New Volunteer** – Steven Querrey (1<sup>st</sup> Mondays)
- **Substitute volunteers** in use 4<sup>th</sup> & 5<sup>th</sup> Saturdays (Alida) and 3<sup>rd</sup> & 4<sup>th</sup> Mondays (Martha).
- **Job Description** – librarian/library director job description needs updating

### **Collection:**

- **Vermont Collection** – added \$280 (plus more books earlier) to VT collection. MSHS was awarded Stewart’s Shop grant for VT history books children & teens would be interested in. The teen part allowed for a number of books which also had adult appeal.

- **Children's Books** – we have begun “plating” books purchased in FY'19 for children's collection as purchased by FOL. They asked that the \$1000 they gave to FY'19 budget be recognized in this way.

#### **Programs/Events:**

- **Poetry Month** – April
  - **Poetry Night** – bring poem(s) to share, Monday, April 22 at 7pm
  - **Poem for your Pocket** – grab & go poems
  - **Book display & Magnetic Poetry**
- **Summer Programing** – needs to be planned by May 1. Theme: A Universe of Stories (Space)
- **Scrabble Night** – First Tues, Third Mondays ... one more test month. We have had mixed results.
- **Book Group:** Thursdays at 7pm
  - *Calypos* by David Sedaris – Mar 28
  - *Nothern Borders* by Howard Frank Mosher – April 25
- **On Going:** Seed Swap, Knitting Circle, Toddler Time

#### **Infrastructure:**

- **Vacuum cleaner** – we love our new vacuum!!!!
- **Cushions** – Beth & Kimberly have fabric and will sew covers (next weekend??).
- **DVD/Surround Sound system** –
- **Spring cleaning day** – we need one. Tasks – raking gravel out of lawn, raking out garden beds, dusting shelves (behind/under books), bathroom deep clean, etc.
- **“Water Hog” Rug** – we need something to collect & absorb mud & water at the door.
- **Librarian's Computer** – it is on its last legs. A new PC tower is approx. \$500. Min. specs. to run the basic software: Processor - dual core @ 2.4 GHz (i5 or i7 Intel), RAM - 8 GB, Hard Drive - 512 GB (SSD) or 1 TB (HHD), multiple USB ports
- **Wireless Router** – also had a fritz'ing day recently. Most of our tech is 2012 or earlier. We should be planning for replacements.

#### **Fundraising/Grants:**

- **Calendar** – still 6 calendars yet to be paid as of 2/20/19. Only one unpaid still here. Extras will be used in Welcome Packets for new residents.
- **Pie For Breakfast** – woohoo!!! Volunteers (notes & bakers (email) have been thanked. School thanked with note & check for custodial fees. Notes made of minor improvements need to kitchen work flow and dining room management [more tables (!), another turn over person (?)]. Four more raffle prizes need to get to winners.
- **CLiF Rural Libraries grant** – it has been more than four years since our last one so we are eligible. Due next Wed 4/3. \$2,000 (public lib) \$500 (school lib) plus story telling presentations and a free book for all kids birth-grade 6. That many new books all at once is a little overwhelming but the

programming and connection with school etc has all been good.

<http://clifonline.org/literacy-programs/rural-libraries/>

**Policy:**

- **Ready for Re-Adoption: in APRIL**
  - **Behavior** – grammar
  - **Bulletin Board** – no change
  - **Collection Development** – grammar
    - **Challenged Materials Guidelines & Procedures** – no change
  - **Computer & Internet Use** – with changes
    - **Public Access Computers Rules & Guidelines**
  - **Inter-Library Loan** – loan period changed from 4-5 weeks
  - **Gift & Donation** – gift policy & donation policy combined (draft Jan 2019)
  - **Open Hours** – no changes
  - **Out of Town Borrowers** – no changes
- In process of revision (still):
  - **Meeting Rooms** – policy, procedure, request form

**Friends:**

- **Paint & Sip** – birdhouses built by Shane, Beth to facilitate, MSHS, Fri, MAR 29, 6:30 (BYOB)
- **Library Stories** – program being developed for ~~Sunday, April 7, 2-4pm. A month-long event (planning stage)~~ now scheduled for Sunday, April 28. Maybe like a Moth Radio Hour. Attendees offered chance to tell their favorite story or experience of this or any library.
- **Garden & Plant Sale** – May 18. MSHS side yard, in the morning.
- **Lawn Sale** – scheduled for Sat, Sept 28.
- **Next meeting** - Tuesday, April 9 at 7pm.

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

Respectfully Submitted,  
Kimberly Bushnell, Library Director