

**Middletown Springs Public Library**  
**Regular Trustee Meeting**  
**Wednesday April 24 2019**  
**7 p.m. at the Library**

**APPROVED MINUTES**

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

- 1) Call to Order-7:10pm by Diane Rosenmiller
- 2) Changes, Additions, Approval of Agenda: added Book Sale.
- 3) Approval of March 24, 2019 Minutes
  - ❖ As per conversation with Auditors, more detailed minutes would be appreciated going forward. Revisions to the March 24, 2019 minutes have been made and have been reviewed. Patty moved to approve with changes; Diane seconded; motion carried.
- 4) Policy Review & Discussion-for April
  - ❖ Vote to adopt or re-adopt recently discussed policies – Beth moved to approve entire slate of policies listed below; Patty seconded; motion carried.
    - Behavior
    - Bulletin Board
    - Collection Development
      - Challenged Materials Guidelines & Procedures
    - Computer & Internet Use
      - Public Access Computers Rules & Guidelines
    - Inter-Library Loan
    - Gift & Donation
    - Open Hours
    - Out of Town Borrowers
- 5) Treasurer's Report
  - ❖ Diane moved to approve Treasurer's Report; Beth seconded; motion carried
- 6) Librarian's Report
  - ❖ Waiting until after appeal letter/book sale to buy new computer
  - ❖ Patty moved to approve Kimberly spending \$50 to attend the Vermont Early Learning Initiative Conference; Beth seconded; motion carried
  - ❖ See attached Librarian's Report
- 7) Friends Update-
  - ❖ next meeting May 14 – Kimberly and Beth to attend
  - ❖ Paint and Sip was wildly successful
  - ❖ Garden Sale planned for Saturday, May 18 – plant donations Friday before – looking for help with set-up, baked goods, running sale
- 8) Building Committee Update
  - ❖ No updates
- 9) Old Business
  - ❖ Annual Appeal – Kimberly gave instructions and Trustees prepared mailing during regular Trustees meeting April 24, 2019. Each trustee to hand address & personalize approx. 70 letters. Return to Library by May 3 to be mailed at same time.

- ❖ Strategic Plan Action items tabled until full board is present
  - ❖ Zookeepers – need to be more active on this
    - Beth to talk with church about coordinating with curry dinner on the green
    - Patty to talk with Historical Society about using the building in case of rain
    - Patty to talk with David Fenton about tent usage.
    - Beth and Kimberly to ask Friends to be a sponsor of this event.
  - ❖ Bookkeeping move
    - Diane moved to authorize Kristal and Patty to meet with the Town Treasurer to develop a system allowing payables and receivables to go through the Town Treasurer’s office. Patty seconded; motion carried.
    - Patty moved to transfer payroll processing to Town Treasurer’s office effective May 1, 2019. Beth seconded; motion carried.
    - A Trustee will visit an upcoming Selectboard meeting to inform them of these decisions.
    - Jenny, Patty, Kimberly and Kristal will meet to talk over logistics as soon as possible.
- 10) New Business
- ❖ Librarian Job description – Kimberly is collecting information to bring to future meeting. Information will cover description, review process and contractual arrangement.
  - ❖ Spring cleaning. Kimberly has reached out to Long Trail School. Students are available to help May 3, 2019. If we don’t get students we will need to recruit our own volunteers sometime in early May. Kimberly will follow up with Trustees.
  - ❖ Trustees will be handling trash. Patty gave Kimberly a check to buy a dump pass to use on weeks when no trustee is available.
  - ❖ Book Sale: June 1 & 2
    - Historical has been reserved for May 31 – June 7.
    - Beth and Kimberly to spearhead Book Sale
- 11) Other Lawful Business
- ❖ none
- 12) Set Next Meeting Date
- ❖ Next Regular Meeting May 22, 2019, 7 pm at the Library.
- 13) Adjourn 8:55pm

Respectfully submitted,  
Beth Miller  
Secretary

## Librarian’s Report      April 2019

### Staff/Volunteers:

- **Job Description** – librarian/library director job description still needs updating. I didn’t make any headway on this.

### Collection:

- **DCF Awards books** – just purchased the 2019-2020 list. Will meet with the school librarian about how to best circulate them.

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

- **School Visits** - usually scheduled for late May (will talk with Kim Carr)
- **Poetry Night** – 6 people attended, a powerful evening.
- **Poem for your Pocket** – (grab & go poems) has been well received.
- **Summer Programing** – needs to be planned by May 1ish. Theme: A Universe of Stories (Space)
- **Scrabble Night** – First Tues, Third Mondays ... continuing in May.
- **Book Group:** Thursdays at 7pm
  - *Northern Borders* by Howard Frank Mosher – April 25
  - *Their Eyes were Watching God* by Zora Neale Hurston – May 23
- **On Going:** Seed Swap, Knitting Circle (May is last one until Oct), Toddler Time (thru May 20)

#### **Infrastructure:**

- **Cushions** –
- **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.
- **Librarian's Computer** – nothing purchased yet... waiting for coffers to fill from letter and/or book sale.

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

- **Book Sale** - time to get serious. Who is the lead trustee this year?
- **Zookeepers Concert** -
- **Calendar** – no change. 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.
- **CLiF Rural Libraries grant** – (\$2,000 children's books plus events) submitted April 3. No word yet.
- **ARSL** – application for stipend to attend the conference was denied. Conference sold out in record time to existing members which I/we are not. Inspiration and rejuvenation will be found other places this year.

#### **Policy:**

- I suggest we take a policy break until Sept after the April re-adoption slate of policies.

#### **Friends:**

- **Paint & Sip** – wildly successful
- **Garden & Plant Sale** – May 18. MSHS side yard, in the morning.
- **Lawn Sale** – scheduled for Sat, Sept 28.
- **Next meeting** - Tuesday, May 14 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