

Middletown Springs Public Library
Regular Trustee Meeting
Wednesday, October 30, 2019 at 7pm at the Library
Approved Minutes

Present: Kristal Haynes, Alida Tarbell, Patty McWilliams, Beth Miller, Jenny Munyai/Town Treasurer

1. Call to Order at 7:10
2. Changes, Additions, Approval of Agenda
 - None
3. Approval of Minutes
 - Patty moved to approve September 2019; Alida seconded; motion carried
4. Policy Review & Discussion
 - None
5. Treasurer's Report
 - Kristal moved to approve Treasurer's Report; Beth seconded; motion carried
6. Librarian's Report
 - See attached report
7. Friends Update
 - Next meeting November 12, 2019
 - Friends Annual Meeting 4:00pm November 3, 2019 at the Historical Society
8. Building Committee Update
 - Open House November 2, 2019 at all of the building sites
 - Informational Meeting at the school on Wednesday, November 13, 2019 at 7:00 pm
 - Vote on November 19, 2019
9. Old Business
 - Calendar is at the printer
 - Rear motion lights may not be working; approve Kimberly to ask Andy to check as well as motion lights on ramp
 - Strategic plan deadline – Kimberly and Beth to meet to insert action items
 - Agreed for November/December meeting (combined) for December 11, 2019 – Beth to warn
9. New Business
 - Visit from Town Treasurer/Audit Recommendations
 - See attached recommendations from Auditors both Sullivan and Powers as well as Town Auditors
 - Town Treasurer will send a list of procedures to be discussed at a future meeting. Procedures will be entered into library procedures manual.
 - Deadline for job description December 1, 2019
 - Tech plan
 - Beth will ask Kelley Beckwith if Castleton University has decommissioned computers that could be donated to the library

10. Other Lawful Business

- none

11. Next Meeting Date

- December 11, 2019

12. Adjourn

- Diane moved to adjourn; Alida seconded; motion carried

Respectfully submitted,
Beth Miller
Secretary

Librarian's Report October 2019

Staff/Volunteers:

- **New Volunteer** – Brandon LaDue. 1st, 2nd, 5th Mondays **AND** he is tech savvy!
- **Job Description** – librarian/library director job description. I need a deadline!!
- **Staff annual reviews** – need to be scheduled. Dec? or Jan??

Collection:

Programs/Events:

- **Halloween Rest Stop** – we will be open 5-7pm on Thursday, Oct 31 handing out books as treats.
- **VT Reads** – Both programs had disappointing attendance. Selection being a graphic novel may have been a factor, as was change in staffing at the school. The people who did attend found value in the book and the programming. **How & Why to Read a Graphic Novel** was particularly thought-provoking.
- **Library Open House:** October 6 CANCELLED
- **Toddler Time** – new regular day – Tuesdays at 10:30 am, until Thanksgiving
- **Knitting Circle** – started up again. 1st Mondays 5-7pm thru May.
- **Book Group:** Thursdays at 7pm
 - *The Spirit Catches You and You Fall Down* – Thursday, Dec 5

Infrastructure:

- **Windows 7** – all three desktops running Window 7 support for which ends Jan 14, 2020. We will need to upgrade to Windows 10. Brandon will help!
- **Rear Lights** – motion sensor lighting in the back of the building does not always come on.
- **Monoxide/Fire Alarm** – replaced by Andy Floyd.
- **Hardware Cloth** – has been nailed to ramp by Andy Floyd to counter slippery moss effect.
- **Tech Plan** – with several deferred tech issues (movie sound system, aging computers) it might behoove us to create a tech inventory with a maintenance/upgrade plan to follow.

- **Cushions** – fabric collected. To be recovered between Toddler sessions. Done by middle of January.

Fundraising/Grants:

- **Calendar** – Info has been uploaded to GB Calendars. Check sent. They will start work once check received. We will see draft late Nov/early Dec. Calendars guaranteed by Dec 27.
 - Accounting and still-owed list will be available at the meeting.
 - Mechanism for distribution needed.
 - Discussion point: calendar takes a fair amount of librarian's time. Is this alright with board?
- **Frank Asch Merchandise** – sell at Hermit Hill booth at craft fair & have available in Library in December. Extra copies of book can also be given out during Parade 2020.

Policy: No policy work.

Friends:

- **Co-Sponsoring (Underwriting)** – \$200 received from FOL for the Zookeeper's concert
- **Lawn Sale** – successful. Income seemed in line with amount/type of items they had.
- **Pumpkin Fest** – hosted at Library during open hours, last Sat. Overlap worked & brought new patron.
- **Next meeting** - Tuesday, Nov 12 at 7pm.

Strategic Planning // Action Plan – steps need to be outlined

As always, it is a pleasure to serve this board and town. Thank you for your continued support.
Respectfully Submitted, Kimberly Bushnell, Library Director