

Middletown Springs Public Library  
Regular Trustee Meeting  
Wednesday, December 10, 2019 at 7pm at the Library  
Approved Minutes

Present: Kristal Haynes, Alida Tarbell, Patty McWilliams, Beth Miller, Diane Rosenmiller; Kimberly Bushnell, Librarian.

1. Call to Order at 7:15
2. Kristal made motion to move to Executive Session to discuss Librarian's annual review; Diane seconded; motion carried. Alida made motion to move out of Executive Session at 8:00; Beth seconded motion carried.
3. Changes, Additions, Approval of Agenda
  - None
4. Approval of Minutes
  - Patty moved to approve October 30, 2019 minutes; Kristal seconded; motion carried.
5. Policy Review & Discussion
  - None
6. Treasurer's Report
  - Alida moved to approve Treasurer's Report; Beth seconded; motion carried.
7. Librarian's Report
  - See attached report
8. Friends Update
  - Tonight's meeting moved to next week, December 17, 2019. Kristal and Kimberly to attend.
  - Are raffling off the pie case in near future
  - Hoping for child led programming in the winter
9. Building Committee Update
  - To discuss under old business
10. Old Business
  - Calendar – still have not seen a proof. Though should arrive quickly after approved. Will do distribution Sunday, December 29<sup>th</sup>.
  - Discussion of Librarian's job description tabled until January
  - Many kind, generous donations were made to the library in honor of Marie Durfee.
11. New Business
  - Discussion on two open slots on Library Board in March
  - Discussion on town vote for projects including library/town office on corner. Waiting for Selectboard to gather facilities questionnaires and what information comes from that. Some reworking of plans for building are currently being done. Library will provide the Selectboard with some ideas/possibilities on moving forward.

12. Other Lawful Business

- none

13. Next Meeting Date

- January 22, 2019 at 7:00 pm

14. Adjourn – Patty motioned to adjourn; Kristal seconded; motion carried.

Respectfully submitted,  
Beth Miller  
Secretary

## Librarian's Report      November/December 2019

### **Staff/Volunteers:**

- **Job Description** – librarian/library director job description. Draft submitted to trustees for review.
- **Staff annual reviews** – Melissa review done. Kimberly self-eval submitted to trustees.
- **Volunteer training** – to be scheduled in Jan/Feb. Soliciting suggestions for topics & timing.

### **Collection:**

- **Additions** – purchases focused on new bestsellers fiction & non-fiction. Adult, children's, and a few teen.
- **Weeding** – 2020 will see a significant cull. We need to loosen up the shelves to make room for new things, and books circulate better when shelves aren't crammed full.

### **Programs/Events:**

- **Halloween Rest Stop** – well attended despite rainy night. 74 kids/44 adults/50+books given away.
- **Blind Date with a Book** – prep begins in Jan [perhaps run mid-Jan to Valentines instead month of Feb]
- **Toddler Time** – Tuesdays at 10:30 am, starts up again Jan 7.
- **Knitting Circle** – started up again. 1<sup>st</sup> Mondays 5-7pm thru May.
- **Book Group:** Thursdays at 7pm
  - *Beneath the Scarlet Sky* by Mark Sullivan – Thursday, Jan 23

### **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 at peak – working?
- **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. [left on to keep in mind]

- **Cushions** – fabric collected. Ideally to be recovered between Toddler sessions. Done by Jan 7?

**Fundraising/Grants:**

- **Calendar** – waiting on proof!
- **In Memory of Marie Agnes Durfee** – with sadness & gratitude the library has received over \$1200.
- **Frank Asch Merchandise** – sold 2 books at craft fair & more available in Library during December. Extra copies of book can also be given out during Parade 2020.

**Policy:** No policy work.

**Friends:**

- **Next meeting** - Tuesday, Dec 17 at 7pm.
- **Members** – Karen Minasian & Jeanne Arsenault elected. Pat Hemenway & Kathleen Feeley stepped off.
- **Pie Safe Raffle** – ongoing until 11am at PFB
- **Kid-led programming** – FOL to host several in Jan/Feb

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

- **Prelim work** – Kimberly & Beth meeting on Friday, Dec 13.

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

Respectfully Submitted, Kimberly Bushnell, Library Director