

Middletown Springs Public Library
Regular Trustee Meeting
Wednesday, January 22, 2020
7 p.m. at the Library

APPROVED

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

- 1) Call to Order 7:02
- 2) Changes, Additions, Approval of Agenda
 - Alida moved to approve; Diane seconded; motion carried
- 3) Approval of Minutes
 - Patty moved to approve; Beth seconded; motion carried
- 4) Policy Review & Discussion-discuss plan for the year
 - Tabled
- 5) Treasurer's Report
 - Orders approved and signed
 - Kristal moved to approve; Alida seconded; motion carried
- 6) Librarian's Report
 - See attached
 - Report for Town Report completed, edited and approved by board
- 7) Friends Update
 - Will be raffling pie cupboard this spring
 - Spoke with Friends about our line item in their budget
 - Next meeting Feb 11, 2020 at 7pm
- 8) Building Committee Update
 - Building committee on hiatus until Selectboard gives a new charge
- 9) Old Business
 - Calendars have been divided by trustees for distribution
 - Approve budget vote
 - Kristal moved to approve; Patty seconded; motion carried
 - Financial procedures written by Town Treasurer-
 - Subcommittee of Trustees should sit down to come up with full procedures for library financial operations – all added to procedure manual
 - Librarian Job Description-discuss
 - Trustees will review and update job description to provide more clarity around pay, flex time, vacation, holidays, benefits whether offered or not.
- 10) New Business
 - Computer Upgrades (decision needed, details in reports)

- Will apply for a Hills grant through Vermont Community Foundation to replace the two older computers and update the two newer computers. Beth will initiate with Kimberly.
 - New Chairs - thank you
 - Shoveling - thank you
 - Frank Asch merchandise
 - Will put bears in raffles and give away books at Memorial Day Parade
 - Library's Report to the Town
 - Building
 - Letter to Selectboard was included in Selectboard minutes
 - Some people in town have offered their services to help explore details and gather information moving forward. Agreed this will be a good idea and welcome their input.
 - Pie for Breakfast
 - School is reserved
 - Will need to start promotion
 - Alida will take on pie with Kimberly
- 11) Other Lawful Business-SIGN BOARD ORDERS
- 12) Set Next Meeting Date
- Next Regular Meeting Feb 26. at The Library
- 13) Adjourn
- Diane moved to adjourn; Beth seconded; motion carried. Adjourned at 8:55.

Respectfully submitted,
Beth Miller
Secretary

Librarian's Report January 2020

Staff/Volunteers:

- **New Student Volunteer** – Dylan Dickerson will be volunteering this spring.
- **Volunteer training** – to be scheduled in Jan/Feb.

Projects:

- **Annual Report to the Town** - due this week.
- **Annual Report to the State** - due by Jan 31.
- **Operations Manual** - on-going
- **Minutes Archive** - collect library trustee minutes since 1975 in one spot

Programs/Events:

- **Kid-led Programs** – series of three hosted by FOL in Jan/Feb.
- **Visit local Rep RCT** – 9-10am on 2/1, 3/7, 4/4, and 5/2.
- **Blind Date with a Book** – February

- **Toddler Time** –Tuesdays at 10:30 am. Reminded recently how this fills critical need for young families.
- **Knitting Circle** – started up again. 1st Mondays 5-7pm thru May.
- **Book Group:** Thursdays at 7pm
 - *Where the Crawdads Sing* by Delia Owens – Thursday, Feb 27

Infrastructure:

- **Computer Upgrades** – upgrades purchased from Tech Soup (3 pro/1 home ed=\$72)
 - **Computer Assistance:** tech support opinion & options is that two will upgrade (public computer & laptop), one will likely upgrade (librarian's), one will likely not (Circ desk). They can install purchased upgrades for approx. \$96 each (1 hr labor cost). Or they can build an installer and give it to us on a thumb drive for us to do the installations (less cost, more fraught). How shall we proceed?
- **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 list to keep in mind]
- **Cushions** – fabric collected. Work party needs to be scheduled.

Fundraising/Grants:

- **Calendar** – most have been picked up/delivered. A more efficient, clear plan for dissemination would be helpful next year.... Set in place in advance.
- **Frank Asch Merchandise** – sold more over the holidays. Now what?

Friends:

- **Next meeting** - Tuesday, Feb 11 at 7pm.
- **Pie Safe Raffle** – timing revised. Being sold now(?), at PFB, and thru Strawberry Festival (drawing there)
- **Kid-led programming** – FOL to host several in Jan/Feb

Strategic Planning // Action Plan:

- **Prelim work** – Kimberly & Beth met to start.

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

Respectfully Submitted,

Kimberly Bushnell, Library Director