

Middletown Springs Public Library  
Regular Trustee Meeting  
Wednesday, February 19, 2020  
7:00 at the Library

**APPROVED**

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

1. Call to Order at 7:12 pm
2. Changes, Additions, Approval of Agenda
  - Beth moved to approve agenda; Diana seconded; motion carried
3. Approval of Minutes
  - Kristal moved to approve minutes; Patty seconded; motion carried
4. Policy Review & Discussion
  - Tabled until new board
5. Treasurer's Report
  - Beth moved to enroll in online quickbooks through Tech Soup; Diane seconded; motion carried
  - Diane moved to approve Treasurer's Report; Beth seconded; motion carried
6. Librarian's Report
  - See attached
7. Friends Update
  - Friends will have a space inside Pie for Breakfast to begin raffle for Pie Safe
  - Friends would like to arrange to paint the steps to the library. Library Trustees agreed to have Andy Floyd take a look and give an estimate. Some minor repairs may also need to be done.
  - Kid led programming went well.
  - Next meeting March 3, 2020
8. Building Committee Update
  - Kristal reached out to Peter Stevenson and Michael Beattie who both expressed interest in sharing information about upgrades to the library. Meetings in April seem appropriate or later if needed.
9. Old Business
  - Building was used by Robin Chesnut-Tangerman and the Girl Scouts during off hours over the past month. Conservation Commission will be using the building monthly going forward.
  - Calendar – most calendars have been distributed
  - Pie for Breakfast – on track
  - Computers – Kimberly has been working with Computer Assistance to upgrade computers. Current estimate is about \$250 to upgrade current laptop computers as best as possible. Kristal motioned to upgrade with Computer Assistance; Patty seconded; motion carried.

- Will be applying for a grant to see about getting new computers in the near future.
  - Librarian Job Description and compensation package will be reviewed by trustees.
10. New Business
  11. Other Lawful Business
  12. Next Meeting Date – March 25, 2020
  13. Adjourn

Respectfully Submitted,  
Beth Miller

## Librarian's Report      February 2020

### Staff/Volunteers:

- **New Volunteer** – rotation has 2 empty spots.
- **Volunteer meeting/training** – is scheduled for Feb 29, 9-10am.

### Projects:

- **Annual Report to the State** – done!
- **Operations Manual** - on-going.
  - **Financial Procedures** – draft from town treasurer
- **Minutes Archive** - collect library trustee minutes since 1975 in one spot.

### Programs/Events:

- **Blind Date with a Book** – February.... Drawing will be Feb 29.
- **Visit local Rep RCT** – 9-10am on 2/1, 3/7, 4/4, and 5/2.
- **Toddler Time** – Tuesdays at 10:30 am. Reminded recently how this fills critical need for young families.
- **Knitting Circle** – started up again. 1<sup>st</sup> Mondays 5-7pm thru May.
- **Book Group:** Thursdays at 7pm
  - *Where the Crawdads Sing* by Delia Owens – Thursday, Feb 27
  - *The River*, by Peter Heller – Thursday, Mar 26

### Infrastructure:

- **Computer Upgrades** – item for trustee agenda
  - **Update:** only the public laptop was able to accept the Windows 10 upgrade. There is a possible solution for laptop. Both Circ & Librarian's computers will operate on Windows 7 for now. Circ computer only used to get to cloud so less of an issue. Hills & Hollows grant an option.
- **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:

- **Pie for Breakfast** – set up Fri, Mar 6 (5:30?), event Saturday, Mar 7 (8-11am)

- Help with Promo/posters needed, raffle solicitations, baking, staffing, clean up
- **Calendar** – no more pre-ordered here. Possibly 12 out there and unpaid.
- **Local Author Merchandise** – anonymous donor pre-purchased all the Moon Bear boxes so that we could just give them away. The books will be given away at parade.

**Friends:**

- **Next meeting** - Tuesday, Mar 3 at 7pm.
- **Pie Safe Raffle** – 1 tix for \$ 5, 3 for \$10. Drawing will be after Strawberry Festival. They will have it at Pie off to side in main room with other info about FOL.
- **Kid-led programming** – FOL to host several in Jan/Feb

**Strategic Planning // Action Plan:**

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

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