

Middletown Springs Public Library
Regular Trustee Meeting
Wednesday, April 22, 2020
7:00 pm remotely, via Zoom

APPROVED MINUTES

Present: Kimberly Bushnell, Beth Miller, Kristal Hier, Clare Heitkamp, Alida Tarbell

1. Call to Order at 7:04 pm
2. Changes, Additions, Approval of Agenda
 - Beth moved to approve agenda; Kristal seconded; motion carried
3. Approval of Minutes
 - Kristal moved to approve minutes of March 25, 2020; Clare seconded; motion carried
4. Policy Review & Discussion
 - tabled
5. Treasurer's Report
 - Beth presented 2 Treasurer's Reports: Balance Sheet and Profit and Loss (attached). Beth summarized that the library is doing awesome, with \$36,327.58 in assets after the bills are paid.
 - Kristal moved to accept the Treasurer's Report as written and sign the warrants; Alida seconded; motion carried
6. Librarian's Report
 - See attached
 - Kimberly and Melissa are working on a YouTube channel for Toddler Time videos!
 - Patty Kenyon has volunteered to help Kimberly with maintaining the town website during the lockdown.
7. Friends Update
 - FOL is handling the money for the town's meals program for people struggling during the lockdown. Donations have been generous.
 - Discussion of how the Plant Sale could be held without encouraging people to congregate. No conclusion was reached.

8. Building Committee Update
 - Michael Beattie and Peter Stevenson will come to the next physical meeting of the Trustees, probably either in May or June.
9. Old Business
 - Kimberly presented estimates to replace the librarian's computer. Kristal moved to approve the expenditure; Clare seconded; motion carried.
 - Re-opening the library will be based on guidelines expected from the Department of Libraries and ACCD, as interpreted by Kimberly.
 - Discussion of how to transfer the check-signing duties of the Treasurer in light of the coronavirus lockdown: Kristal will ask the Selectboard and Town Treasurer Jenny Munyai how they are handling it. Kimberly says Patty McWilliams is willing to continue to sign for the time being if a bank visit is not possible or advisable for Beth. Also, isn't Kristal already also a signer as the Chair?
 - Discussion of possible candidates for the fifth member of the Board.
10. New Business
 - Discussion of proposals to put a community garden on Library property from Ashley Fioretti and Michael Beattie. The Trustees would like to be supportive of the garden idea without using the library property. Kristal will reach out to Ashley to suggest another location.
 - The ILL courier is raising rates. We discussed the advantages and disadvantages of switching to USPS. Alida moved that we stick with the current courier despite increased expense; Beth seconded; motion carried.
 - The Annual Appeal for donations will go forward as usual. Trustees can expect to see a draft appeal in the next week or two from Kristal and Kimberly.
 - Kristal proposed postponing the Library Book Sale to Columbus Day Weekend. Alida seconded, motion carried.
 - Annual spring cleaning of the library: In light of the quarantine, we can't use the schoolchildren. The trustees can work together to wash windows, etc. while following physical distancing guidelines.
11. Other Lawful Business
 - none
12. Set Next Meeting Date
 - Next regular meeting May 27. We don't know yet if it be in person or via Zoom, or whether Michael and Peter will be presenting.
13. Clare moved to adjourn at 7:38, Kristal seconded, motion carried.

Respectfully submitted,

Clare Heitkamp