

Middletown Springs Public Library  
Regular Trustee Meeting  
Wednesday, May 27, 2020  
7 p.m., via Zoom

**APPROVED MINUTES**

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

1) Call to Order at 7:15 p.m.

2) Peter Stevenson joined us by phone to talk about the library's septic system:

- His assessment is that the building could be extended 20' south while maintaining the required 10 feet from the septic tank.
- More accurate assessment will require hiring a civil engineer for an estimated 4 to 8 hours at approximately \$120/hr. Peter will forward a list of engineers to Kristal.
- Cars need to stop parking on top of the septic tank and dry well. Peter will mark the location of the septic system on the ground for us.
- We should get the septic tank pumped.

3) Changes, Additions, Approval of Agenda:

- Clare moved to approve the agenda; Beth seconded; motion carried.

4) Approval of Minutes

- Beth moved to approve the minutes of the April 22 Regular Trustee Meeting as amended; Kristal seconded; motion carried.

5) Policy Review & Discussion

- tabled

6) Treasurer's Report

- Beth presented a Balance Sheet and Profit and Loss statement (attached) and a warrant for bills paid
- Clare moved to accept the reports as written and sign the warrant; Kristal seconded; motion carried.

7) Librarian's Report

- Kimberly's report is attached

8) Friends Update

- Plant sale will happen behind the library starting May 29, self serve.
- Next meeting is June 9.

9) Building Committee Update

- none

10) Old Business

- Financial procedures: Financial Procedures document drafted in collaboration with Town Treasurer Jenny Munyai presented by Kimberly. Vote tabled till June.
- Beth moved that the chair be approved to sign orders in lieu of the entire board as long as we are meeting remotely. Clare seconded; motion carried.

11) New Business

- Re Open planning: Governor will announce that libraries may open June 1 following safety guidelines set by ACCD. We need at least another week to come up with procedures to safely allow patrons in the building. Given the small space and need to maintain 6 feet physical distance between people, access will probably be limited to one family group at a time. Kimberly will draft a reopening plan and call a properly warned emergency meeting of Trustees to discuss and vote on it. Provisional reopening date is Monday, June 7.

12) Other Lawful Business

- Fundraising letter: Kristal will draft a letter and send it to Kimberly for review.

13) Next Regular Meeting June 24th at The Library. Possible emergency meeting to discuss re-opening procedures in the interim, probably via Zoom, date and time to be determined.

13) Clare moved to adjourn; Kristal seconded; meeting is adjourned.

Respectfully submitted,

Clare Heitkamp, Trustee Secretary