

Middletown Springs Public Library
Regular Trustee Meeting
Wednesday, October 28, 2020
7 p.m. at the Library

APPROVED MINUTES

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

- 1) Call to Order at 7:23 p.m.
- 2) Changes, Additions, Approval of Agenda:
 - Beth moved to approve the agenda; Clare seconded; motion carried.
- 3) Approval of Minutes
 - Kristal moved to accept the minutes for August and September meetings as written; Beth seconded; motion carried.
- 4) Policy Review & Discussion
 - None
- 5) Treasurer's Report—attached
 - Kristal moved to accept the reports as written and sign the warrant; Clare seconded; motion carried.
- 6) Librarian's Report—attached
- 7) Friends Update ● Next meeting ?
- 8) Facility Update.
Since last meeting:
 - We met with Michael to hear his ideas about expansion of existing building; Next step is the consult engineers about capacity of existing septic system
 - Grant was written for repairs to historical building exterior
 - The garden was cut back by volunteers

- The oil tank was inspected and passed and filled with fuel by Sam's U-Save ●
The furnace needs to be cleaned, Clare will call and schedule.

9) Old Business

- Halloween: Trustees and staff will meet at noon on Saturday at the Library to set up. We'll give out books and take photos for the Library Facebook page from 4-6pm.
- Calendar: done!
- Board vacancies discussion tabled.

10) New Business

- Next meeting date is the day before Thanksgiving—move meeting to December 2. We'll do Kimberly's evaluation during the first part of the meeting.
- Re-Opening Plan:
 - The one-family-group-at-a-time policy isn't working. There are too many exceptions.
 - Could we re-start volunteers again and expand to regular hours? How to modify the circulation desk to keep volunteers safe? We'll start by asking volunteers if they are willing, and look into barriers to prevent closequarters interactions near the door.
- Virtual programming: We need ideas. Beth wants to do an interactive art history unit for kids. Clare suggests geocaching. Kimberly wants to do a scavenger hunt using Instagram.
- Facilities Plan: we need one. We can use the recent grant application process as a starting point.

11) Other Lawful Business

- Sign boards orders: Beth moved to sign the warrants; Kristal seconded; motion carried

12) Next Regular Meeting December 2 at 7pm at The Library.

13) Clare moved to adjourn at 8:31; Beth seconded; meeting is adjourned.

Respectfully submitted,

Clare Heitkamp, Trustee Secretary

Librarian's Report October 2020

Reopening Plan in place – Phase 4 (soft open)
Open 15 hours walk-in & porch pick-up (21 hrs pre-covid)
Patron use is increasing
Mail Chimp/Facebook/Instagram increasing visibility

Programs/Events:

- **HALLOWEEN** outdoor book give-away being planned.
- **"Take and Make"** Winter series of activities being developed
- **No other in-person** events currently scheduled.
- **Toddler Time** returned to recording and posting to YouTube (families get an email with link)
- **Book group** still needs reinvention. **Short Stories discussion group** is an option.
- **Other adult engagement activities** being explored.
- **"DCF" Books** available and promoted via school library as well.

Infrastructure:

- **Furnace** – did we clean? Do we need oil?
- **Garden** – Lois & Kazuko have cut back the garden along the east side of the building.
- **Facilities Plan** – it would be good if we had one. Regular maintenance schedule and schedule for repairs, renovations (whether grant comes through or not)

Fundraising/Grants:

- **Calendar** – information has been delivered to the calendar company in time for late Dec return.
- **Book Sale** – Lois & Deb have been sorting. We are accepting books when asked but not promoting it.
- **GRANT** – 1:1 match for historic building exterior work has been submitted

Friends:

- **Next meeting** – new meeting day, now 2nd Wednesday (not Tuesday), via ZOOM
- **ANNUAL MEETING** – is scheduled for Wednesday, Nov 11 at 7pm via Zoom. It would be ideal if trustees could attend.

Staff/Volunteers:

Projects: on-going

- **Collection** – cleaning up catalog, replacing illegible spine labels, etc
- **Weeding** - the collection needs to be thinned out to make room for new books and looser shelves increase circulation. Adult Fiction and Children's Chapter books to start.
- **Virtual Library** – promotion our online resources, and finding other ways to engage with the community, provide valuable information, and some healthy diversion. Ideas have included recorded Toddler Times, pop-up Photo galleries on the town website, regular communication with patrons via Mail Chimp....
- **Operations Manual** - on-going.
- **Minutes Archive** - collect library trustee minutes since 1975 in one spot.
- **Policies** – no action needed

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

Respectfully Submitted,
Kimberly Bushnell, Library Director