

Middletown Springs Public Library  
Regular Trustee Meeting  
Wednesday, December 2, 2020  
7 p.m. via Zoom

**APPROVED MINUTES**

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

- 1) Call to Order at 7:35 p.m., following an executive session to discuss staff and payroll
- 2) Changes, Additions, Approval of Agenda:
  - Clare moved to approve the agenda; Beth seconded; motion carried.
- 3) Approval of Minutes
  - Beth moved to accept the minutes for October 28 meetings as written; Kristal seconded; motion carried.
- 4) Policy Review & Discussion
  - Tabled
- 5) Treasurer's Report—attached
  - Clare moved to accept the reports as written and sign the warrant; Kristal seconded; motion carried.
- 6) Librarian's Report—attached
- 7) Friends Update
  - Next meeting ? Beth went to the last meeting; Kristal will go to the next one.
- 8) Facility Update.
  - Tabled
- 9) Old Business

- Unanimous vote to approve Kelley Beckwith as new Library Trustee. Beth moved that an email be sent to the Select Board to ask about next steps. Kristal seconded; the motion carried.
- Budget request will be sent to the select board
- Calendar Distribution Plan: trustees will split up the remaining calendars to deliver among ourselves.
- Discussion of fundraising ideas and strategies for expected budget shortfalls
- Discussion of Continuation of Operation Plan (COOP):
  - If both staff need to quarantine, we'll go to curbside using trustees and/or volunteers
  - Plan to add Saturday open hours staffed by Melissa until she runs out of owed hours and then by trustees.

10) New Business

- None

11) Other Lawful Business

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

12) Next Regular Meeting will be January 27th at 7pm via Zoom.

13) Clare moved to adjourn at 8:25 pm; Kelley seconded; meeting is adjourned.

Respectfully submitted,

Clare Heitkamp, Trustee Secretary