

Middletown Springs Public Library  
Regular Trustee Meeting  
Wednesday, June 30, 2021  
7:00 at the Library and via Zoom

APPROVED MINUTES

Present: Kimberly Bushnell, Beth Miller, Kristal Hier, Kelley Beckwith, Clare Heitkamp (via Zoom), Haley Kenyon

1. Call to Order at 7:04p.m.
2. Changes, Additions, Approval of Agenda
  - Beth moved to approve agenda as amended; Kristal seconded; motion carried
  - Discussion of document presented by Kristal about roles of library board members (attached).
3. Approval of Minutes
  - Clare moved to approve minutes of May meeting; Kelley seconded; motion carried
4. Policy Review & Discussion
  - Tabled
5. Treasurer's Report (attached)
  - Kristal moved to approve Treasurer's Report; Clare seconded; motion carried
  - Highlight: Twelve new donors answered the Annual Appeal; 59 donors total.
6. Librarian's Report
  - See attached
  - Highlights: Story time and Activity Boxes are both very successful.
7. Friends Update
  - Friends are planning two story walks in town
  - Next meeting July 14, 2021
8. Facilities Update
  - Glenn Tarbell will communicate directly with Jenna at Historical Preservation Trust about grant requirements.
  - Kristal will reach out to Michael Parent of Anchor Engineering, after consulting with Peter Stevenson, about starting essential first step of engineering for building upgrade, in anticipation of applying for funding.
9. Old Business
  - Grants

- Kimberly reported that \$2000 from CARES Act through VT Dept. of Libraries will be available in October, but can't be used for building design costs.
- Kimberly would like to spend the \$400 tech grant on an air purifier and a new WiFi capable printer. Kristal moved to approve; Clare seconded; motion carried.
- Kimberly used the \$200 Stewarts grant for Activity Kits, which are very popular.
- Payroll procedures - Kristal will ask auditors to advise us on new procedure.
- Retreat date and logistics - Saturday, Aug. 7., 9a.m. to 12 p.m., at Kimberly's house, potluck. Kimberly, Kristal and Kelley will meet to come up with an agenda, to include planning for somebody to help and then replace Kimberly as Director, and connecting the Strategic Plan to workable goals.

10. New Business

- Mask policy - Kelley moved that the Library's policy be to "strongly encourage" masks in the building for the safety of all patrons, freeing Kimberly of any responsibility to enforce; Beth seconded; motion carried.
- Book sale - tentatively Columbus Day weekend at Historical Society. We will need volunteers to help, as we will be working on two fundraisers at the same time (see below).
- Calendar - calling people needs to start in September. Many new people in town: We need volunteer help to help with data entry and calling people.

11. Other Lawful Business

- Board orders signed by members physically present
- New board member - Kristal moved to appoint Haley Kenyon to the vacant seat through 2024; Clare seconded. Kristal will inform the Selectboard.

12. Next Meeting Date – July 28, 2021, agenda limited to Calendar and Book Sale

13. Adjourn at 8:35 p.m.