

Middletown Springs Public Library  
Regular Trustee Meeting  
Fourth Wednesday at 6:30  
At the library  
Date: October 25, 2023

Present: Kristal Hier, Beth Miller, Maureen McCormack, Glenn Tarbell, and Kimberly Bushnell (library director). Absent: Sean Ruck

1. Call to Order: 6:40 pm

2. Changes, Additions, Approval of Agenda: The agenda was approved as presented.

3. Approval of Minutes: Kristal moved to approve the July 7<sup>th</sup> minutes. A second was given by Glen. Motion passed. Beth moved to approve the September 27<sup>th</sup> minutes. Seconded by Glenn. Motion passed.

4. Policy Review and Discussion: None. A review of the list of policies will be done at our next meeting.

5. Treasurer's Report: Kristal moved to accept, and Glenn seconded the Treasurer's report. Passed. Kim and Beth will be meeting to draw up the budget for 2024-25.

6. Librarian's Report: A full report had been emailed to board members for their review and comments.

7. Friends Update: Next meeting on Tuesday November 14-FOL Annual Meeting, with a potluck at 6:30 and meeting at 7. Trustee were encouraged to attend. All agreed pleased the FOL new story walk looks great.

8. Old Business: A MOU, or a memorandum of understanding, between the Library Board and the Select Board is being drafted by the working group on future library expenses and how they will be paid. The draft will be shared with the library trustees and any input before the final draft is shared with the select board. Robin received a letter from the St Anne Parish Trust stating their intension was to sell their building to the town/library before the Diocese put a freeze on real estate transactions until a new bishop arrives. We can add this to the library grant application when and if we apply.

Calendar: The calendar has gone to printer and will have been proofed before the final run.

Annual Staff review: The annual staff Annual review for 2023 has been completed by Kim and Kristal and it will be sent out to the board soon. Discussion of the staff and work hours followed.

Discussion of our annual fundraising letter this year with FOL. We hope to get it out before the end of November. Possible dates for the letter stuffing “party” with the Friends of the Library: November 8<sup>th</sup> or 13<sup>th</sup>.

9. New Business: none

10. Other Lawful Business: none

11. Next Meeting Date: Regular meeting is Thanksgiving. Next meeting date: Dec 29 at 6:30

12. Adjourn: 8pm

Respectfully submitted,  
Maureen McCormack