

Middletown Springs Public Library
Regular Trustee Meeting
Wednesday November 29, 2023
6:30 p.m. at Library

Approved Minutes

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

- 1) **Call to Order:** 6:35pm
- 2) **Changes, Additions, Approval of Agenda:** Approved as presented.
- 3) **Approval of Minutes-October:** Glenn moved to approve, and Beth seconded. Passed.
- 4) **Policy Review:** none / tabled until January
- 5) **Treasurer's Report:** Beth had sent her report to all the Trustees, and she answered all queries. Kristal moved to accept, and Sean gave a second. Passed.
- 6) **Librarian's Report:** Kimberly had sent her report ahead. She was most pleased with the Halloween turn out; Kimberly reminded us of the upcoming cook-book swap. Haley is ready to take on more tasks and Kimberly will give up some tasks with the result being 4 more hours for Haley and three hours less for Kimberly. Kimberly will go down to 15 hours and Haley will go up to 12 hours. The switch will take place right after the December pay.
- 7) **Friends Update:** The Friends registered with The Fidelity Charitable Trust so when "we" receive anonymous monetary gifts they will be ready to accept them confidentially with complete anonymity of the donor preserved. The Friends gave lots of ideas for future programs at their annual meeting. The joint membership letter of the Friends and the Library went out and returns have started coming in.
- 8) **Facilities Update:**
 1. Maintenance consolidation update and funding proposal: A bid came in from Jordan Martelle for mowing, garden cleanup, and plowing. The select board has agreed to contract for the mowing and plowing for both buildings. A new RFP is being prepared for the indoor cleaning and maintenance. The joint work group meeting will be next week, Dec 7 at 7pm to discuss funding options.
 2. Review/discuss MOU between library and select boards: First, if any of our bills go to the Treasurer, they should be routed to us before being paid, and secondly funds received by the town for the library – gifts, grants, etc - the library board makes all the decisions. In cooperation, if any complaints that come to the select board are about the library, they will be turned over to us for us to resolve, and the reverse for the select board; secondly the select board will sign off on any grants we apply for, and third, is the issue of maintenance (see above).
 4. Current Furnace repair-oil line: We will wait until spring for furnace repair to do it at same time as annual cleaning.
 5. Heat pump update: Two heat pumps repair sessions have been completed. The repair bill for them has not been received. Improvement is present but the heat pump is not working as efficiently as it should. More repairs and money will be needed come spring/summer. Discussion followed on whether we still pursue the repair of our present heat pump or

purchase a new heat pump. The board concluded that if our present system is found to be mediocre come spring we should go with a new pump. Glenn and Beth will do research on a new heat pump.

6. Mold evaluation of St Anne's: it was suggested we look into having one. The board tabled until/if the purchase process begins again.

9) **Old Business.**

1. Calendar distribution planning: We will continue to work with Friends For Education to get the calendars distributed.

2. Annual letter. Work will continue with the Friends of the Library.

11) **Other Lawful Business-**

1. SIGN BOARD ORDERS: completed.

12) Set **Next regular meeting** date: Dec 20, 2023 at 6:30pm at Library:

13) **Executive Session:** Kristal moved, and Beth seconded, to move to go into executive session at 7:55pm to discuss personnel matters. Beth moved, and Glenn seconded, to come out of Executive Session at 8:15pm.

A motion was made by Glenn, and Kristal gave a second, to approve the library staff salaries, as stated in the budget. Passed.

13) Meeting Adjourned at 8:16 pm

Respectfully submitted,
Maureen McCormack