

Moretown Memorial Library

Board of Trustees Meeting

March 14, 2013

APPROVED

Present: Lisa Samsom, Tom Allen, Sarah Nussbaum, Meg Allison, Karen Sharpwolf (recording)

6:03 Called to Order

6:06 Treasurer's Report

- The dollar amount for the equipment was omitted. It is \$180. It is not on the Town Clerk's report, but it is now in the Treasurer's Report and the Town Budget.
- We have the \$10,000 gift that we haven't spent.
- The CD is sitting and growing slowly.
- Treasurer's Report approved as submitted.

6:11 Secretary's Report

- Secretary's Report approved as submitted including minutes from: The Special Meeting on 2/7/13 and the meeting on 1/10/13

6:16 Librarian's Report

Lisa reported that we go live on April 1! We have almost everything entered in the system, and we are still doing some juvenile audio books.

Patrons will have a card and can use it at home for Listen Up Vermont. Patrons are being added as we have correct and complete information about their contact info. We are also holding off on entering patrons that have not used the library in a while. The library has the same barcode but it is a smaller sticker on the back of the old cards. The old numbers will still exist on our old cards so it can be cross checked. There is a way to do resident/non-resident. Moretown is challenging because of all of the zip codes. Each patron has email, address and phone number listed. It will automatically email when a book that a patron requested is in.

We will now be able to run reports on which patrons have not used the library. The library will be closed on March 30 to test the system and make sure everything is in order.

Karen asked about patron privacy. Lisa said that the American Library Association has a great framework for which libraries should operate and can be found at: <http://www.ala.org/offices/oif/ifissues/privacyconfidentiality>. Further discussion will be had in order to decide what the Moretown Memorial Library's policies are.

Lisa wants to put together a volunteer packet, Tom suggested we use one from the Department of Libraries.

The new system will be announced on our website, Facebook, and Front Porch Forum.

Summer Reading Program. Town garage will bring out a digger for the "Dig Into Reading" theme. Lisa suggested that maybe Liz Weller could help with gardening. Exordium will do a root art project with children.

New Winnie Bell Learner grant. Lisa is applying for \$600: the library could use more family audio books, and an MP3 player. This will help patrons to understand how to use Listen Up Vermont. Kids are enjoying the audio books and the school library doesn't have them.

We are going to use up our \$1,700 for materials soon. Tom said that between the book sale and the Friends we will be able to meet our needs.

Rennai: Gillespie said it is in good shape and they cleaned the filter.

David retired. Pat is working two four hour shifts. She does David's hours now. Kelly Collar will be here every other Monday (splitting Helen's shift). Kristin G. is coming back.

We need to work on the strategic plan, there is no due date. The bathroom and sustainability are the main elements.

Library Policies: there are many sections that are lacking. Once automation is done, there will be more time to make policies on technology, etc. We will perhaps devote a special meeting to this for the board to discuss. We can look at/use other libraries' wording. The Department of Libraries can provide some direction and suggestions.

Librarian's Report approved as submitted.

6:45 New Business

Meghan Allison was newly elected at the Town Meeting Election

Marylna Goodyear served out her 5 year term and chose to not run for re-election. She has retired from the Board. Thank you for your service!

Tom will attend one more meeting but would like to move on. We need to find a treasurer. He has a lot of papers and records. He is going to burn a CD and give each of us a copy of everything he has from the past 8 years. He will continue as a volunteer. Tom mainly uses the bank balances and the Town Treasurer's reports, so it is simpler than it was in the past.

Facility Committee will meet on March 19. Tom, Sarah, Jane Demotsis and Mary Murphy will gather. Sarah talked with Dianna Costello who was on the Town Office Relocation Committee to see if we could be in their building. They said it is too late. It is already out to bid and has been downsized. Sarah discussed with Dianna perhaps using the existing Town Clerk's office. We would be uninsured.

Sarah found a grant that we could match our \$10,000, perhaps more. It is a Vermont Arts Council Cultural Facilities grant. The committee will work on this.

6:59 Old Business

Tom said that the shelving should be done in May. The Friends have enough money to cover building and materials.

Friends of the Moretown Library: Polly Bentley (President), Amy Eilers (VP), Craig Eilers (Treasurer), Tom Allen, Bob McMullen, Bob Mays, Bill Wilcox. The group needs a secretary

7:04 Meeting Adjourned.

Next meeting is May 9, 2013

