

## Not Approved

Special Meeting

The Moretown Memorial Library Trustees

Monday, October 28, 2019, 6:30 p.m. at the Library

In attendance: **Karen Sharpwolf, Jamie Wimble, Elizabeth Burt, Jennifer Hill, Cory Stephenson**

6:32 call to order

6:33 Plan for our temporary move - Opening Nov 16th with celebration and soft opening Nov 9th with Internet

[link to the organizational spreadsheet](#)

- Waitsfield Telecom ready to move for Nov 1st
- Organize volunteers with FPF and personal email - Cory will do this
- Being ready to be over at the Town Hall -
  - start with being in the space and ideas for set up (maybe with Elga's help) and ready to put away as needed for functions
  - possibly get quilts to hang over the shelves
  - four book shelves upstairs that are ready to go - load and take to the Town Hall. Put them on something that can easily be spun around to face the wall (rubber pads to put under the casters)

- Do the move on Nov 9th and 10th and possibly have internet in the 10th
- Communication - SB, Sasha, Cherylin - what is the best way to set up communication for the information to relay?  
Written protocol for agreements and arrangements.  
Cleaning: Cory is willing to open, close, contact for renting, broom sweep and Town hire professional cleaner once a month for deeper clean. Water in the basement recently. How to let Rae know for this to be worked on when they work on drainage? Air Quality Report is ready with recommendations, but not formerly shared with us
  - Physical designated spot for communication clipboard
  - Online shared drive
- Cooking in the Town Hall - You can bake, heat food on the oven top, as long as we don't cook with fat on stove top
- Mold on brown chairs - Elizabeth cleaned 25 of them for Sunday's event. The Town will need to take care of the rest.

Moved that Cory can use her time to work on library move and can close the library to do this over the next two weeks.

Seconded and approved.

### Timeline

- by the 9th bookshelves moved
- Cory will get to the space to envision the space with Elga
- Jamie will talk to Carl about moving the book bins

- Nov 9th afternoon move the library 1-5 Jen will request pizza donation from Zacharies for 4:00

7:57 Adjourn