

Not Approved

Regular Meeting

The Moretown Memorial Library

November 14, 2019, 6:30 p.m. at the Library In Town Hall

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

6:35 Call to order

6:35 Public Comment:

Deborah shared that she is stepping down from the assistant librarian position at the end of the year. She is willing to help train the new hire and will be on the volunteer list to help out when needed.

Jamie shared pizza from the Halloween night gift certificate from a lady who was handing them out.

Elizabeth shared that Jamie gave her a kitten named Eiffel.

Karen thanked Elizabeth for the tea.

6:45 Secretary's Report/Approve Minutes from

[October 10, 2019](#)

Highlights: regular meeting with reports, prepare for selectboard meeting, and the budget proposal was presented and we reviewed and approved.

[October 17, 2019](#)

Highlights: special meeting to approve changes to budget proposal

[October 28, 2019](#)

Highlights: special meeting to plan for the move, and we discussed setting up procedures of communication with town office and select board

All APPROVED!

6:49 Treasurer's Report

<https://docs.google.com/spreadsheets/d/1sKUhw8vKCmNcbfMFn-5nCa8IacveigWLL1FYPNs-TsE/edit?usp=drivesdk>

We are 87% through the year and we are on track overall. We have money to spend on materials!
2020 Budget has been submitted to the Selectboard with the updated memo

APPROVED

6:57 Librarian's Report

<https://docs.google.com/document/d/1jot2SJczl2vOZMVX9abxGmW6SHAvbIbtxEbsa8SCKm4/edit?usp=drivesdk>

Past numbers and programs shared. Cory let us know about upcoming programs. Kudos to Cory for the great moving day and all the organization to ensure a smooth operation.

APPROVED

7:05 Town Hall Winter Move

Thank yous

- o published in the Valley Reporter
- o Friends can get each volunteer a gift card
- o Move volunteers will be invited to our volunteer appreciation celebration

Grand opening

- o We are excited for Saturday the 16th and Jennifer will invite the selectboard for 10 - 2.
- o Cory will talk to the store about getting gift certificates for coffee or hot cocoa for those who get a library card
- o Jen, Elizabeth and Jamie will stop by

On-going needs and amenities

- o Elizabeth shared fabric ideas for covering the book shelves for when events happen instead of swinging the shelves around - use money from building maintenance
- o Tops of the shelves will stay as is
- o Liz's artwork - we will get it and bring it over and put it up (Jen, Cory or Elizabeth)
- o Signage for password and shelves
- o Piano to be turned around and maybe fasten the chalkboard to it
- o Children coming to the library with consent form and the agreement would include safe walking

Rentals

- o December 6th Sip and Shop
- o Set up procedure for the public to sign up for Town Hall use
- o What are ways to help with set up?

7:54 Preparation for the next Selectboard meeting Monday Nov 18 at 6 pm:

- Town Hall use policy revision
- Custodian
- Jen will share the Town Hall Bookings portion before Monday

8:00 Staffing Updates/Needs

- Deborah is leaving at the end of the year - Cory will start advertising
- 1 three year term, 2 one year terms - reach out

8:08 Policy Review

[Policy notes](#) we reviewed and made suggestions for edits.

APPROVED: Key Access, IML, Library Technology Security, Patron Computer Usage, Wireless Access, Town Hall Bookings, Food and Drink, Unsupervised Youth

Strategic Planning - Tabled

8:41 Set next meeting

Jen, Emily and Cory will go to the Selectboard meeting on Monday November 18th at 6 pm

December 9th 6:30 next Trustee Regular Meeting

8:44 Adjournment