

Moretown Memorial Library Board of Trustees Minutes
In lieu of our regular meeting we will hold a retreat
Saturday, Jul 10, 2021 8:30 - 1:30
107 Farnham Rd. Moretown

Approved

In attendance: Allison Dellner, Deborah Feldman, Jennifer Hill, Jamie Wimble, Emily Wood, Cory Stephenson

8:47 Call to Order

8:48 Public Comment Jen shared that the Library part of the Warren Fourth of July Parade was amazing! Moretown had great representation.

8:52 Reading - Jamie Wimble shared from Harry Potter Chamber of Secrets "When in doubt, go to the Library."

8:54 Hopes and dreams for the library

- Permanent home
- Find ways to reach out and include residents who do not currently use the library. What services are they looking for?
- Dynamic vibrant center for people of all ages to come and use. How do we draw in different parts of town?
- Circulate more non-traditional items
- Community gatherings
- Access and integrate some positives from during COVID (like virtual programming)
- Engage community leaders in appreciation of what the library does and can be
- Reach out and include other groups from the town (Recreation Committee)

9:10 Approve Minutes / Secretary's Report

[Meeting Minutes from May 13, 2021](#)

Highlights:

- Elizabeth shared all that the Friends are doing!
- Excited about reopening plans and Summer Programming!
- Town Hall Committee update
- Reviewed Open Meeting Laws

Deborah Feldman moved to approve the minutes and Emily Wood seconded it. All voted to approve. Motion passed.

9:13 Treasurer's Report

[May Report](#)

[June Report](#)

Highlights

- Way over on the heating bill. Question of why not budgeted enough for this year maybe because we used the budget from two years ago? Was there something in the works for sharing the heating bill with the Town? For the next budget, make sure to increase to cover the cost. Is it possible to do a pre-buy? This would go through the Town.
- Everything else is right on track.
- There is a meeting planned to discuss the finances to make sure that the information is up to date. Strengthen communication is a goal.

9:28 Librarian's Report

[Report](#)

Highlights:

- We looked at the report and discussed what statistics are useful for us to see trends over time. Would it be better to look at numbers over more time (maybe do this once or twice a year).
- Programming is starting today for the Summer!
- There is one teen intern and they are helping out with the Summer Program and the Pandemic Stories publication and Joslin Library is the lead for this.
- There are now Chrome books for folks to use in and near the library.

- Grants: funds coming in September for equipment!
- ASPEN catalog interface with KOHA running behind it and it will show all of the book covers and it will be easier to use our account. Aiming to go live by the end of this month.
- The Re-opening Plan is [here](#). For families and children not wearing masks, more signage is in the works to encourage them to follow the American Pediatrics recommendations.
- Library hours were discussed with the emphasis on safety and staffing of two people for all library hours open and the need to have volunteers to help with this. With steady volunteers could we expand hours till 7 during the week, or add Friday, or more hours on Saturday? Could we expand curbside to outside of library hours?

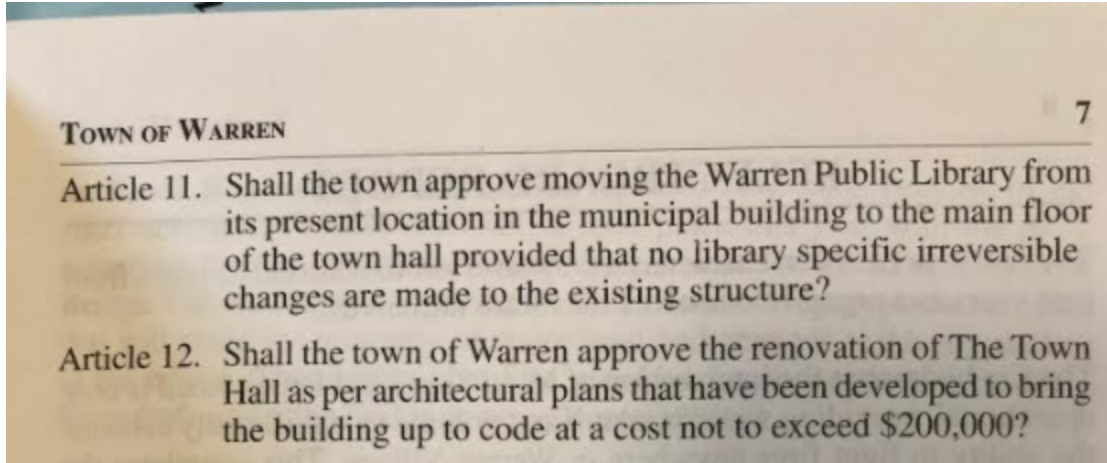
10:51 Physical space discussion

Town Hall Committee share:

- Walk throughs have happened: Bill Gallop for the ADD Accessibility Study, Efficiency VT and Preservation of Vermont.
- June 7, 2021 Presentation to Select Board:
 - defined uses and the importance of this for grant applications,
 - shared goals for design work with community engagement (maybe at Morefest with a staged walk through and survey for feedback with a follow up with community forum for more feedback on design ideas)
 - Select Board approved moving forward

Discussion:

- The Library Board will continue to support the Town Hall Committee's work (thank you Allison!).
- We have options. Jen shared what The Warren Library did at their Town Meeting in these two articles:



11:30 ARPA discussion

Cory shared that in pursuing the \$2800 grant, what kinds of non program, non construction items would we like to see? We discussed: book drop, HEPA air filter, furniture, study corales, circulation desk, tent for outside, makerspace organization, wheeled carts, shelving. Cory will finish the application process in August.

11:45 Staffing needs (see volunteer discussion in the library report)

11:47 Friends update

- meeting next week
- Morefest - they have this on their agenda!
- volunteer recruitment - is it possible that they can help with this?

11:55 Matters Arising

- Mailbox at the old library building. Jamie will follow up with the Post Office about the best way to proceed.

12:05 Yearly schedule revisited

- **January** Town Meeting Preparation & Plan for volunteer appreciation (Souper Bowl gathering)
- **March** Special Meeting to decide Board positions (10 min first Thur after Town Meeting) & Trustee Orientation
- **May** Library Director evaluation

- **July** Retreat include policy review for parts as determined
- **September** Preliminary Budget
- **October** special Budget Meet
- **November** volunteer appreciation planning (Red Hen cards gifts)

12:30 Break out Groups and report back

Policy Review

[Link](#) to the overall policies document. See the Emergency Policy (currently in the policy as [weather closure](#)) for suggestions in the document. We will read over, add suggestions to review and vote at our next meeting.

Staff evaluation of the Library Director. We used [this template](#) and filled it out for the library director. Jen and Jamie will meet with Cory to go over this.

1:15 Set next meeting date and time

Thursday September 9, 6:30 - 8:30 in person at the Town Hall

1:20 Adjourn

Jennifer Hill moves that we adjourn Allison Dellner seconds and all vote to adjourn.