

Moretown Memorial Library Board of Trustees Minutes
Regular Meeting
Thursday, Sept. 9, 2021 6:30 p.m.
Meeting in Person at the Town Hall Library

Not Approved

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

6:33 Call to Order - Jamie

6:33 Public Comment & Town Hall Committee update

Don shared an update from the Town Hall Committee and Select Board. A life safety ADA study was conducted by an architect. This study generated a plan for a lift in the back corner of the stage main floor and basement from an entrance at the back of the building. The existing lift, stage stairs, doors and other things do not meet code. Community Engagement is planned for Morefest with drawings that Elga is working on with the entrance, opening and closing books shelves, lift. Another time a community engagement will be hosted in the Town Hall. Funds to support this work is from the Libraries Transforming Communities grant. The select board is very supportive of phase one of what needs to be done.

6:49 Reading for next time Jamie

6:50 Secretary's Report - Jen

Minutes from [July 10, 2021](#) meeting highlights:

- Discussed hopes and dreams for the library
- Discussed physical space
- Worked on policy review and director evaluation
- Sorted out the yearly schedule
 - **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)

Allison Dellner moved and Emily Wood seconded to approve the minutes all voted to approve.

6:55 **Treasurer's Report - Em**

July's [Budget](#)

August's [Budget](#)

Highlights:

- We are right on track except for the heating
- We are a bit high on the assistant librarian but this will even out

7:05 **Librarian's Report - Cory**

[July/August 2021](#)

Highlights:

- Our numbers are good and the attendance for programs was good.
- Summer reading and kits went well.
- Summer T-shirt and Tote bag order is wrapping soon.
- The library interface has been updated Our library, Joslin and Warren
- Trivia is coming back! Decades, Schitt's Creek, Greek Mythology with Moretown 5th graders
- Working on purchasing for equipment from the grant before August 2022 and trying to figure out a way to use purchasing invoice
- Chromebook lending is all set and ready to go! 2 hour check out.
- Great Dragon Hunt is planned out with a week of clues and the grand hunt at Morefest
- Major weeding at the other space that are older paperbacks
- There was a survey to expand the hours (only 10 responses) and without an assistant we can't add anymore than the 16 hours we currently have.

7:16 **Staffing Needs**

We have had no responses at all to the library assistant position. We discussed staffing without a library assistant and the possibility of increasing the librarian's hours. Another priority is to have two people working at the library together (librarian and volunteer). Getting a bigger volunteer pool would help with coverage. Creating a calendar for 2 hour slots per day and having people sign up could be a good visual to promote volunteers. There is the need to organize and train and follow up with the volunteers like a volunteer coordinator. We will leave the hours as they are for now.

7:35 **Preliminary Budget Input**

Here is [the link](#) to the budget start. We discussed each line. We need to get a quote from the post office about the cost of renting a post office box. This amount should be included in the Postage line. Town Hall heating and Library heating budget line need to be combined to equal \$2000 to cover the cost.

7:59 **Morefest**

There is the Dragon Egg Hunt. We can bring over some boxes of books. Cory is planning on being there for three hours. The Friends are willing to have shifts and will have bookmark coloring. The Town Hall Committee will be presenting there as well.

8:02 **Logo/Branding**

The logos used now have the old building and are out of date. The name is also out of date. Moretown Community Library is a possible name and how about a logo design. Maybe something we can put into the budget we currently have \$75 for advertising. This is an opportunity to show our values. Maybe the Friends would want to fund this. A name first makes sense. What is the process for changing the name? Cory will ask the state librarians. We will discuss it in November.

8:11 **Emergency Policy Review**

Bottom of [Page 3](#)

Cory wants to clarify about school closing. The library could be open at the discretion of the library director. Line C was edited to reflect this.

Allison Dellner moved that we approve the edits to the Emergency Policy Review. Deborah Feldman seconded and all voted to approve.

8:15 Matters Arising

Jamie spoke with the Post Office about the library post delivery and she has not heard back from them. Jamie will follow up again.

Jamie shared the Friends report. Their 501C3 status has been updated. The [library site](#) has updated the Friends page with the members and their new mission statement. “The Friends of the Moretown Memorial Library are a nonprofit organization whose mission is to encourage community engagement, promote volunteer opportunities and raise financial resources to support and enhance the library’s programs and services for all.”

The book drop is up and running on the Town Hall Porch.

The Trustees page on the site needs to be updated.

8:22 Set next meeting date/assign reading

October 14, 2021 at 6:30 to approve the budget. Jamie will do the reading

8:23 Adjourn

Jamie Wimble moved that we adjourn Emily Wood seconded and all voted to adjourn.