

Minutes  
Moretown Memorial Library Board of Trustees  
Thursday, May 19, 2022 6:30 p.m. \*  
In the Library's Town Hall Location

**Not Approved**

\* (Note that this is our regular meeting, but not our regular day as we rescheduled May 12th to the 19th)

Public: Cory Stephenson

Trustees: Elisabeth Mazzilli, Anne Cassels, Allison Dellner, Jennifer Hill, Deborah Feldman

**6:38 Call to Order**

**6:39 Public Comment:** Deb Feldman really enjoyed the bird calling program with 17 other people and it was a lot of fun!

**6:40 Reading** Elisabeth shared [Julia Fehrenbacher](#)'s poem *Hold Out Your Hand*

**6:42 Secretary's Report** March 17, 2022 [Minutes](#)

Highlights:

- Board of Trustees positions established
- Trustee Orientation video shared
- Town Hall Committee update

Allison Dellner moved to approve, Anne Cassels seconded, all voted to approve.

**6:44 Treasurer's Report**

### Budget [Spreadsheet](#)

- Everyone has been getting paid
- The spreadsheet is up to date and is awaiting reconciliation with the town report and our spreadsheet
- Working on timing with the Town for paying vendors
- Libraries Transforming Communities (LTC) Grant: prepay to the town the remainder of the grant for postage so use the monies by May 31st is in process

### 6:52 Librarian's Report

#### [LibRepMarch/April 2022](#)

- Programming: peeps contest included Moretown and Waitsfield this year for the first time! Read and Play has started back up and will be offered through June. Elizabeth Burt has been volunteering to cover the desk so that Cory can focus on the program. The tool programming is happening and came out from a request over FPF. The summer reading program is *Oceans of Possibilities* has a schedule set
- Library has purchased a “library of things” including lawn games, nature exploration and are available for three day check outs to be launched next week.
- Elisabeth offered to post promotions on FPF for things like “library of things”
- Each of the new book carts can fit about 300 books and can be rolled and stored behind the desk for when the library is packed up.

### 7:06 Bylaws – table for July meeting

- [Review](#) and offer edits from Jan 14, 2009
- [Minutes from Feb 16](#) meeting when Bylaws were discussed.

### 7:07 Town Hall Management Plan

We reviewed the [Town Hall Management Plan](#)

- Cory will put Elisabeth and Carla in touch for scheduling a meeting with Cherylin to get her feedback
- A trustee will attend the June 6th Select Board meeting
- Feedback for the Plan:
  - Clarify possible hours
  - Clarify the number of days 7/10?
- Other feedback can be made by commenting on the doc.

### **7:34 Branding** of library image/logo/name

- Right now we have Nicole who is interested in working with us to look at our mission and generate branding
- We could pursue some grant funding or requesting from the Friends
- There is interest in naming to better reflect the community
- Information regarding the process for this will be included in our July Retreat packet so we can work on this then

### **7:41 Matters Arising**

- **Trustee thank you/party:** we talked about finding a way to thank Emily and Jamie for their years of service. Now that it is nicer out, we could pick a date and location for that. Perhaps invite past trustees as well?
  - Swanson Inn Pie and Tea starting back up Sunday May 22nd
  - Cory will check that they are open and let us know and
  - Jen will email Jamie and Emily about Sunday July 17 and July 24 for a party
  - We will also invite: Karen Sharpwolf, Michelle Safford, Michelle Beard, Elizabeth Burt, et all....

- **Town Website input**

The SB would like some input from everyone regarding the town website. I have been speaking with a few different companies about upgrading the website, to be more user friendly (as well as mobile friendly). As well as organize it better, and make it easier to maintain. Are there any areas that you look at often and wish worked better?

Please let me know all of your thoughts.

Sasha Elwell

We brainstormed some suggestions and Jen will email this list to Sasha:

- layout : categories organized, calendar of events can be consolidated into one and more prominent with all relevant details easy to find (date, time, place, organizer)

- Look at the site through the eyes of someone interested in our town
- Link to the schools' sites
- Key information for town residents like: dog license, voter information,
- Link to forms for town hall rental, dog license, and other permit requests
- Here is website that could be a guide: [Waterbury Town](#)

## 8:03 Hourly payment for "acting director" going forward

### From Gary Deziel:

I called the Society for Human Resource Management and spoke with a talent specialist on the question of **pay differential** when the Library Services Coordinator “does” the Library Director job. This wasn’t within the talent specialist’s experience. As we discussed, it is common for longer-term interim positions of six or 12 months or more to receive a pay differential. The specialist also knew of for-profit companies hiring the same person for two distinct positions with two different pay rates within the same company. However, never for an as-needed “substitute”. My experience is the same. As Associate Dean, I sometimes covered for my boss the Dean. I remained at my pay rate, even when he was off frightening deer during deer season for two weeks.

It isn't *impossible* that you could have this person at the higher “director” pay rate on occasion. BUT...

1. You are a municipal unit – is this reasonable and consistent within the town’s HR policies and procedures? Is there precedence? Has another department done this? Squaring this with the town may be important from a political and, more importantly in my mind, consistency and equity perspective.
2. If you do pay the person more when substituting for the director, then they must also have the full powers and authority of the director during that time. They need the same job description. This may lead to some challenging situations.
3. This is a hard question. You may want to run it by VLCT (Vermont League of Cities and Towns) HR specialists in the Municipal Assistance Center to see what they think. I am not an attorney, and I cannot give legal advice – if you are serious about this move, I recommend talking to the town and then attorney(s)!

We discussed ways to compensate our library assistant. We looked at the budget.

Anne Cassels moved to move \$472.68 from the library donation line to the assistant librarian salary for \$16.00 an hour retroactive to Jan 1, 2022.

Allison Dellner seconds. All voted to approve.

8:23 Set next meeting date

- **July 9 10 - 3** Retreat at Deb's include policy review for parts as determined
  - Cory will ask Nicole if she could join us in July
  - Jen will distribute the packet before hand for preview

8:26 Adjourn

Allison Dellner moved to adjourn, Deb Feldman seconded and all voted.