

Minutes  
Moretown Memorial Library Board of Trustees  
Thursday, March 23, 2023 6:30 p.m.  
In the Library's Town Hall Location

**Not Approved**

Public: Cory Stephenson

Trustees: Anne Cassels, Allison Dellner, Bridget Harty, Jennifer Hill, Elisabeth Mazzilli

**6:36 Call to Order**

**6:36 Public Comment**

**6:38 Reading** Elisabeth read the poem: *Zakat of the Body*

**6:40 Discussed and Decide Board Organization**

[Duties of the Chair](#)

[Duties of the Treasurer](#)

[Duties of the Secretary](#)

Elisabeth Mazzilli was voted and approved to the position of Chair.  
Allison Dellner was voted and approved to the position of Treasurer.  
Jennifer Hill was voted and approved to the position of Secretary.

**6:43 Friends Update**

- Cory shared that the Friends Chili Cook Off was a success and they want to do it again.
- The Friends are working on something for Poetry month like the Story Walk and Magnetic Poetry

**6:45 Secretary's Report** January 12, 2023 [Minutes](#)

Highlights:

- Discussed the Footing Questions of our Bridge Strategic Plan with lots of input
- Shared with Friends about grant opportunities

Elisabeth Mazzilli moved to approve, Allison Dellner seconded, all voted to approve.

**6:49 Treasurer's Report**

- We are right on track [for spending](#) at this time of year

- 2022 Budget was fully reconciled
- Update about what not approved from 2023 budget: strategic planning and library assistant
  - Maybe talk to the Friends about funding for Strategic Planning that was not approved
  - For the positions: Director not for all the hours and Library Assistant not the base pay raise
    - Email again to look to follow up by and give a date and be specific with what looking for
  - How to approach this for next year...
    - Continue with the budget proposal having the narrative with the rationale
    - How negotiate the power dynamic: outreach to individuals and the group with invitations and show them what is happening build the bridge
    - More communication about things as they come up

### **7:17 Librarian's Report**

[LibRep 2023](#) for January and February

- Visits are trending up from last year
- Playdough was a huge hit and ECO Fest and the Chili Cook Off was as well
- Working on meeting needs for the children through Read and Play
- More programs coming up
  - Peeps Diorama will be set up at each Mad River Librarians and a slide show to share what everyone makes
  - Collectively knit a banner maybe something we can use for the 4th of July
  - Bird by Ear in June
- Summer Learning Program "All Together Now"
- Needs Assessment information collected for Grant application
- Report for the VT Dept of Libraries is coming
- VLA / VSLA Conference is coming and Cory is volunteering as a planner
- Looking to create a Capital Campaign group to support renovations and endowment: Friends, Town Hall Committee, possible for a trustee to attend

### **7:35 Town Hall Update:**

Committee Update:

- Community Engagement Group: communication and events (music, gathering, celebration, potluck, set it up regularly), post architectural designs of the renovations here in the library

- VT Integrative Architects have been asked to present the next set of drawings

Renovation Grant: VT Department of Libraries \$10M Congressionally Directed Spending Request Approved ([description here](#))

- Needs assessment has gone out to public libraries across the state and we are close to submitting
- Dept of Libraries will take the needs assessment and develop the application by the end of June

MERP Grant for up to \$500,000 for HVAC, etc and is a municipal grant: Moretown is pursuing

#### Roles & Responsibilities

Library Director, Library Services Coordinator, Custodian - talked to Select Board about a single Town Cleaning Service who clean the Town Office to add the Town Hall and Library - Current Town Hall specific custodian [Job description](#) (2 - 4 hours a month on the library = 80 hours a year for whole town hall); Town Hall Manager [Procedure](#) document

#### 8:15 Matters Arising

- Library Trustee [Orientation Resources](#)
- Library Trustee email - how organize/what delete Allison Dellner will work on
- Strategic Planning TOWS questions - Jen will send to trustees

#### 8:20 Set next meeting dates

- **Monday April 17 5 pm** Strategic Planning Group
- **Thursday, May 11th 6:30** Library regular meeting
- July TBD Retreat (at Deb's ?) Bridge Strategic Plan and Policy Review
- **Beginning of August** Chair and Secretary Director Evaluation
- **September 14, 2023** (Regular) Preliminary Budget
- **October 12, 2023** (Special) Budget Meet
- **November 9, 2023** (Regular) volunteer appreciation planning (Red Hen cards gifts)

#### 8:25 Adjourn

Jennifer Hill moved to adjourn, Elizabeth Mazzilli seconded and all voted.