

Minutes  
Moretown Memorial Library Board of Trustees  
Thursday, July 6, 2023 9 - 2  
RETREAT  
7166 VT Rt 100B Moretown, VT

Approved

Public: Cory Stephenson

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

**9:25 Call to Order**

**9:27 Public Comment** Fourth of July Warren Parade: Prickly Mountain had the Library Float and the Librarians led it with the cart dance with state and state assistants and won Most Essential Message with Stop the Book Ban chants. Thanks to Day of Service Harwood staff and students for working on the Original Library with Friends helping organize! They cleared out the basement and the main floor.

**9:30 Friends Update**

They discussed Morefest and have been asked to sell Mac and Cheese as a fundraiser at their May 16th meeting. Their next meeting is July 17 at 4 pm.

**9:32 Secretary's Report** May 11, 2023 [Minutes](#)

Highlights:

- Bridge Plan - shared TOWS findings
- Original Library Discussion
- Possible to celebrate the Centennial for the Library - Maybe something for Morefest 1923 - 2023

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

**9:34 Treasurer's Report**

- Here is the current financial report [for spending](#) without the town's information
- Most of our budget is on track - overall 52.13% spent.
- Our Supplies line item is high at 87.99% when it should be close to 50%. There are some "cumulative payroll" items on the town expense report. This will be asked about
- Overdrive membership and Kanopy should be moved from line item Materials to Memberships

- Follow up on Library Services Coordinator / Library Assistant pay
  - Need for \$number for retroactive from Jan 1 to when pay was increased to share with Select Board for Approval:
  - Her paycheck began to reflect her raise to \$17.12 (includes \$16 plus the SOL increase for town employees) for the pay period 5/7/23 to 5/20/23. So that means she would need back pay for 19 weeks. I believe it is \$1.08 x 9 hours per week. Back Pay = \$183.06 169.5 hours at \$16.04. This will be emailed to Donnie and Cherilyn

### **9:48 Librarian's Report**

[LibRep 2023](#) for May and June

- On track for visits and circulation
- Programming highlights: pop up gaming, cellos, birding by ear
- Summer Reading kick off: lots of teens participated, pop art, lawn games, how to be an animal adventurer is in Moretown! Reading logs with online challenge Beanstack and Read to Win free ribbon for Champlain Fair
- Read and Play starts up in September with lots of Fall programming ideas
- Won the Grant \$500 from Winnie Bell to build our Storywalk collection. Will be coordinating with the Friends on this
- Vermont Integrative Architects meeting with Town Hall Committee on July 17 3 pm to kick off the next phase of the building project
- Last genre to be moved from the Original Library and DVDs
- Cory will serve on the Content Committee for the Conference 2024 with Vermont Library Association and is going to a Leadership Conference

### **10:04 Break**

### **10:12 Bridge Plan Update**

Draft of the [Bridge Plan](#) Discussion

- Distilled and well organized
- Plan can be understood to the public
- Revised the Mission to final draft:

**MISSION:** Moretown Memorial Library is an inclusive and vibrant gathering space for our community that provides access to robust programming, traditional and innovative materials and services.

- Discussed each Focus Area, Goals and Action Steps. We developed the timeline and responsibilities under each item. See the [updated plan!](#)

### **11:22 Lunch**

### **12:18 Policy Review**

Moretown Memorial Library [Policies and Procedures Manual](#) (Working Document - NOT FINAL)

- Revisions were made to the Meeting Policies to include:
  - Town Hall [Rental Procedure](#)
  - TOWN HALL USE POLICY AND RENTAL [AGREEMENT](#)
- Removed the Town Hall Policy as the agreement covers this
- Library Director will revise the Library Event Form to be a google doc linked from the procedure

Elisabeth Mazzilli moved to approve the Meeting Policy and the Library Event Form  
Anne Cassels seconded all voted to approve.

### **1:03 Old Library Building**

- It's a great idea for the Historical Society to use the Front Room of the Original Library per this email from Denise:  
"On another note, we wondered what was happening at the old library building? Both Mari and I stop in periodically to look up something or drop off something to our archives. We have noticed the boxed books in the front room and wondered what the plans were for them. My reason for asking is, we were wondering if the Historical Society might use that front room space. It would be for meeting with folks looking for information that might have a hard time negotiating the stairs and for a place to hold our meetings, as right now we do not have a designated space. I just thought I would bring up the possibility and see what your thoughts were."
- Utility Info for Historical Society  
[Gillespe Info - Old Library.pdf](#)  
\$646.54 April 2022 to April 2023      Average \$53.87 per month  
\$656.62 April 2021 to April 2022      Average \$54.71 per month  
\$100 per month for electricity with Green Mountain Power at the Town Hall from the 2017 and 2018 budgets.  
They can open accounts in their own names and take over utilities.
- Allison will meet with Denise to talk
- We are prepared to share a draft of a MOU to clarify an agreement between the Board of Trustees and the Historical Society
  - Consideration needs to be made for the library to have access to the space for temporary Library use during the Town Hall renovations.

- FYI about a concern from Susan Werntgen about a hole near the rear of the old library building foundation. From Elizabeth Burt to Trustee email May 15, 2023. Maybe this is an animal burrow. The Board of Trustees will stop by and take a look at the building before our next meeting.

### **1:26 Town Hall Update**

- Renovation Project Update
  - Donor Database: Fall 2023 ask the bigger donors and make it public 2024
  - Campaign [Workbook](#)
- Trustee Participation: Big group with subgroups: Community Engagement, Funding and Design
  - Anne Cassels is currently the liaison and will contact us for coverage
- Needs assessment is submitted to the Dept of Librarians and the Grant Application will be live for Fall 2023
- MERP grant application is coming soon
- Select Board have approved the funding for the architects work and we are waiting for site visit funding
- Kick off meeting is July 17 at 3:00 and full Town Hall committee on July 24th at 5:30
- Seeing the drawings up on the easels in the library space part of community engagement is great

### **1:40 Matters Arising**

- Centennial for the Library: Timeline depends on when we want to commemorate end of 2024 and beginning 2025 - new library opened
  - Partnerships possible with Friends and Community Engagement group for the Town Hall Committee
  - Launch with visuals of then and now of both buildings and our logo maybe on tote bags
  - Time it with the Renovations and Morefest

### **1:45 Set next meeting dates**

- Friends next meeting is **July 17 at 4 pm**. Share Bridge Plan
- Architecture Kick off meeting is **July 17 at 3:00** and full Town Hall committee on **July 24th at 5:30**
- **July 31st at 6 pm** Chair and Secretary Director Evaluation
- **August Select Board:** Share Bridge Plan Cory and Jen
- **September Select Board:** Discuss staffing Allison and Elisabeth

- **September 14, 2023 6:30 pm at Library** (Regular) Preliminary Budget and Original Library and Decide Policy Review Timeline and Items
- **October 12, 2023 6:30 pm at Library** (Special) Budget Meet
- **November 9, 2023 6:30 pm at Library** (Regular) volunteer appreciation planning (Red Hen cards gifts), Policy Review \_\_\_\_\_ ,

**1:55 Adjourn**

Bridget Harty moved to adjourn, Allison Dellner seconded and all voted.