

Minutes

Moretown Memorial Library Board of Trustees
Thursday, September 14, 2023 6:30 p.m.
In the Library's Town Hall Location

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.

Approved

Public: Cory Stephenson

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

6:35 Call to Order

6:35 Public Comment : Morefest: Library Friends Mac&Cheese fundraiser and have met the fundraiser goal for the year! The Public Library had a table with scavenger hunt and cool prizes and the Town Hall Committee had a coloring sheet.

6:38 Reading - [Sometimes](#) by Shenagh Pugh

6:41 Secretary's Report July 6, 2023 [Minutes](#)

Highlights:

- Bridge Plan - finalized Mission and worked on action steps
- Policy review, revisions and approval
- Original Library discussion
- Town Hall updates

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

6:43 Treasurer's Report

- Here is the current financial report [for spending](#)
- Overall, we are just over budget for September, at **79.81%** spent. Our target this time of year is 75%.
- We are at or are over our budget in both Building Maintenance Fund & Supplies. We are close to our budget in Materials at 98.18%. I have moved some things

around in order to make room, like moving some “Materials” to “Memberships” for example.

- The Di Yeso funds are earmarked for programming
- Winnie Bell grant for \$500 for Storywalk!
- Cumulative payrolls are reimbursements
- **Preliminary Budget:**
 - Personnel
 - Library Director replace Librarian = pay \$21 for 20 hours/week
 - Library Services Coordinator replace Assistant Librarian = pay \$20.00 for 9 hours a week
 - Town Hall Custodian \$20 for 2 hours a week
 - Operating Expenses
 - Supplies from \$900 to \$1200
 - Materials from \$3200 to \$3500
 - Rationale can emphasize our priorities

7:20 Librarian’s Report

[LibRep 2023](#) for July and August

- Fall programs getting starting up
- Uptick in Town Hall rentals so fact finding and figuring it out right now
- Working on volunteer coordination (maybe talk to Friends at next meeting)

7:30 Bridge Plan Update

Final of the [Bridge Plan](#)

- Share progress
- Next steps
- Clarify Town Hall Management and Town Hall Custodian talk to Select Board about folding in into library
- Elisabeth will liaison with the Town Hall Committee (community engagement, design, funding, capital campaign)
- Jen will liaison with the Friends and Bridget will be back up

7:51 Town Hall Update

- Design Meeting Sept 15 with architect and Mechanical electrical plumbing
- Community Engagement happening October 14th

7:52 Policy Review

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

- Prioritize what parts need to be reviewed, revised and approved and the timeline
- Unsupervised Youth and Child Safety for November

7:55 Old Library Building

- Historical Society went to the Select Board and asked if the Town would take on the cost of the heat and electric for \$100 month on [August 21, 2023](#)
- We agree to the Historical Society using the lower level providing that the Town covers the cost of heating and electric as discussed at the August 21, 2023 Select Board meeting. In addition all shelving must remain in place. All of this needs to be in an MOU and Allison will work with the Historical Society.

Motion: The Historical Society may use the lower level of the library providing that the Town covers the cost of heating and electric as discussed at the August 21, 2023 Select Board meeting and the development of an agreed upon MOU.

Anne Cassels made the motion and Bridget Harty seconded and all voted to approve.

8:12 Matters Arising

- Anne will not seek re-election on the ballot in 2024 for the one year seat
- Jen will not seek re-election on the ballot in 2024 for the three year seat

8:16 Set next meeting dates

- **Tues Sep 26, 2023 at library** 4pm - 5:15pm Friends Meeting - share Bridge Plan and work on Marketing Strategy
- **Town Hall Committee** in September TBD - Elisabeth
- **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, possible MOU with Historical Society

8:18 Adjourn

Elisabeth Mazzilli moved to adjourn, Anne Cassels seconded and all voted.