

Minutes

Moretown Memorial Library Board of Trustees
Thursday, November 16, 2023 6:30 p.m.*
In the Library's Town Hall Location

*rescheduled from canceled regular meeting on November 9th

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, Denise Gabaree, Mary Murphy

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

6:36 Call to Order

6:36 Public Comment : The Town Hall Social was super fun with food, information about the renovations and a band. Teen Movie night was also great.

6:40 Historical Society and Library MOU

- Snow removal and summer maintenance: right now the neighbors are helping with this and the MHS will need to take care of this or contact the Town for help
- While the Town Hall is being renovated the library may need to return to the original library. The earliest would be 2025 and could be a 32 weeks project.
- Share this with the Town of Moretown once we sign
- Gillespie Fuel is the provider. <http://gillespiefuels.com/> for the Rinnai and we can email Mary and Denise the best way to proceed
- Here is the agreed upon [MOU](#)

7:14 Secretary's Report

September 14, 2023 [Minutes](#)

Highlights:

- Preliminary Budget

- Strategic Bridge Plan: Elisabeth liaison to Town Hall Committee, Jen Hill liaison to Friends group
- Town Hall - Community Engagement event planned for October!
- Moved that Historical Society can use original library building first floor with development of MOU

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

October 12, 2023 [Minutes](#)

Highlights:

- Budget Proposal finalized
- Reviewed sidewalk easement of original library building

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

6:43 Treasurer's Report

Here is the current financial report [for spending](#)

- Everybody is getting paid
- Awaiting reconciliation information

Allison Dellner moved to pay Nicole, the Library Services Coordinator, \$183.06 in back pay that she is owed from the Library donations account this Sunday November 19th. All in Favor.

7:20 Librarian's Report

[LibRep 2023](#) for September and October

- Great number of visits to the library and participation with programs
- There has been high use of the space. Just tonight: DND group of 6th graders, book club, game night, and trustee meeting all in three hours.
- Presenting final package for the library design. Feedback for the shelving that can fold open and fold closed. We discussed the plan for the book shelves: 4 of the U units (F, A8, F) and wondering about shelf heights and exposed top, and the other types of shelves.

7:39 Bridge Plan Update

Final of the [Bridge Plan](#)

- Jen met with the Friends
 - Presented the plan
 - Jen will pursuing the logo and branding with investigating a name change with Friends

7:48 Town Hall Update

- Monday meeting Capital Campaign with the Friends
 - USD rep convene a funders roundtable and come up with who to apply
 - Library grants are now two separate ones (ARPA and Congressional)
- Town Hall Committee meeting
 - look at the drawings for the Thursday Dec 7 2:00 VIA and mechanical electrical and Construction Manager Naylor and Breen to present the design and cost out the price tag
 - DJ Maple Syrup upcoming social
 - Debrief about the Social
 - Next meeting is December 11 at 5:30

7:56 Policy Review

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

- We reviewed and revised the policy to reflect current needs

Allison Dellner moved to approve revisions made to the following policies: Unsupervised Youth, Patron Behavior, Child Safety and Food and Drink Policy. All are in favor.

Policy creation in January is Non Resident Borrowing - Elisabeth will look into this

8:13 Matters Arising

- Sidewalk easement
 - Each trustee fills out the W-9
 - Check with Anne about the status of the easement paperwork being sent to Ken
 - Sidewalk company will remove the mailbox and leave it at the building. We will need a different mailing option when this construction starts.
- Volunteer appreciation planning (Red Hen cards gifts) - Friends will help with this
- Any leads on new trustees - Karen Cingiser is looking into folks, Rich maybe interested

8:26 Set next meeting dates

- **Friends Meeting** - TBD Jen
- **Town Hall Committee** December 11 at 5:30 - Elisabeth (Bridget backup)
- **January 11, 2023 6:30 pm at Library** (Regular) Policy for NonResident Borrowers and Mailbox

- **March 7, 2024 6:30 pm at Library** (Regular) Trustee Organization ([Duties of the Chair](#), [Duties of the Treasurer](#), [Duties of the Secretary](#))
- **May 9, 2024 6:30 pm at Library** (Regular) Policy Review
- **July Retreat TBD time, day and place** (Regular) Policy Review
- **August TBD** Chair and Secretary Director Evaluation
- **September 12, 2024 6:30 pm at Library** (Regular) Preliminary Budget, Policy Review
- **October 10, 2024 6:30 pm at Library** (Special) Budget Proposal
- **October TBD** Chair and Treasurer present Budget to Select Board
- **November 14, 2024 6:30 pm at Library** (Regular) volunteer appreciation planning (Red Hen cards gifts), Policy Review

8:28 Adjourn

Elisabeth Mazzilli moved to adjourn, Allison Dellner seconded and all voted.