

Minutes

Moretown Memorial Library Board of Trustees
Thursday, January 11, 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.

Not Approved

Public: Cory Stephenson

Trustees: Anne Cassells, Bridget Harty, Jennifer Hill, Elisabeth Mazzilli

6:38 Call to Order

6:39 Public Comment

6:40 Reading [Snow Geese](#) by Mary Oliver

6:45 Secretary's Report

November 16, 2023 [Minutes](#)

Highlights:

- Strategic Bridge Plan: Elisabeth liaison to Town Hall Committee, Jen Hill liaison to Friends group
- Town Hall - Capital Campaign and Committee
- Met with the Historical Society to develop an MOU for use of the original library building first floor
- Reviewed and revised policy for unsupervised youth

Elisabeth Mazzilli moved to approve, Anne Cassells seconded, all voted to approve.

6:50 Treasurer's Report

Here is the current financial report for spending

- Budget [Spreadsheet](#)

- 104% to the approved budget. There were some items like Library Director Salary that are over for Town Hall responsibilities. The spending over for programming can be covered by DiYeso - not sure if this has been taken care of
- Budget [for 2024](#) with proposed amounts. We will contact the Town Offices after the Jan 16th meeting for final budget numbers.

7:00 Librarian's Report

LibRep 2023 for [November and December](#)

- Year End total of visits 2225
- Programming: highlights of great events and future look for puzzle tournaments, some annual returns and some new ones (excited for the eclipse - wondering about joining other organizations or doing our own!)
- 8 private events including Karate weekly with Jan 21st open house
- Library Director potentially looking for a leave for three - four weeks possibly February 2024
 - Ideas for coverage: services coordinator take on more hours, volunteer, use a sub from the sub pool or the community
 - If necessary a trustee can be the volunteer coordinator for covering the director hours

7:12 Bridge Plan Priorities

Final of the [Bridge Plan](#)

- Some timeline adjustments: volunteer database for June 2024 and Marketing (specifically the name and the logo) for Jan - Feb 2024 (maybe with Friends and the Historical Society)

7:25 Town Hall Update

- Jan 25th meet with architects for quotes and designs and since no word on the library grants (AARP, MERP, and congressional), looking ahead for funds
- Capital campaign soft starting soon (\$40 - \$50,000)
- Feb 10th having a dance with DJ Maple Syrup at 7 - 10

7:30 Sidewalk Easement - Mailbox

- New mailbox here at the Town Hall location (Fletcher Road) - Elisabeth will look into this

7:35 Policy Review

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

- Elisabeth reached out the libraries in the area and found different policies
- With Interdistrict Choice students go to Moretown School and are not Moretown residents
- Library visitors from Middlesex, Duxbury and other local towns
- Consortium fee is based on the list of our registered borrowers
- Moving forward, the MRV library directors will discuss this and see if there is a non-resident policy that all three libraries want to adopt with the considerations of access for the users and work flow for the library staff.

7:57 Matters Arising

- Any leads on [new trustees](#) - Karen Cingiser is looking into folks, Rich maybe interested. Jen is meeting with Sybil and Erin and will email Cherilyn this information:

1-year term expires 2024	Anne Cassels
1-year term expires 2024	Bridget Harty
3-year term expires 2026	Elisabeth Mazzilli
3-year term expires 2024	Jennifer Hill
3-year term expires 2025	Allison Dellner

Is this [the petition](#) we should use for this year?

8:08 Set next meeting dates

- **Jan 16 Select Board Meeting** - 6:25 Jen, Allison ?
- **Town Hall Committee** TBD - Elisabeth (Bridget backup)
- **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

8:11 Adjourn

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