

## **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.

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
- \$40-50k is the amount we need to keep moving forward with the design phase of work at this time.
- Feb 10th having a dance with DJ Maple Syrup from 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

Here is [the petition](#) to use.

### 8:08 Set next meeting dates

- **Jan 16 Select Board Meeting** budget approval- 6:25 Jen
- **Town Hall Committee** TBD - Elisabeth (Bridget backup)
- **March 14, 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/Trustee 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

- **December 2024 / January 2025** Chair/Trustee and Treasurer attend Select Board budget approval meeting

**8:11 Adjourn**

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