

# DRAFT Minutes for the Moretown Community Library Board of Trustees Meeting

September 8, 2026

Call to Order: 6:17 pm

Public Comment: None

Welcome new trustee, Dawn Hayward: Everyone welcomed. Very glad she is here and very appreciate it.

Strategic Bridge Plan Subcommittee Update: First meeting is scheduled for September 22<sup>nd</sup>. History of Strategic Bridge Plan provided by Bridget – looking at the goals of the library and what we want to provide to the community.

Approve Minutes from July Trustee Retreat: Motion to approve – Bridget, April seconds. Passed unanimously.

Librarian Report: Cory is going to send the document around to us with the statistics. Great lineup of programs for September: Bike maintenance demo this weekend, talk on psychedelic care coming up, documentary screening for “Gone Guys.” Afternoon crafters are starting once a month after school. Storytime is starting up on the 18<sup>th</sup>. Cory won a full registration to NELA (New England Library Association) Conference through the Department of Libraries.

Dawn was asked by Linda Purdy about interest in having a trained therapy dog at a reading program or another program. Karen has been working on a Read with a Dog program, so this worked out. Dawn will email the contact information to Karen and Cory.

Karen has been working 11 hours instead of 9 hours was a topic at a May Select Board meeting but was not brought up to any of the trustees. The budget is for 9 hours, and the line for that spend is over because of sub pay when Cory was out.

Crafternoon on Tuesday once a month through December. Maybe more frequently after the holidays, and possibly something other than Crafternoons. Girls who code, destination imagination. A more frequent group to connect.

Old mailbox will be dealt with in the next few weeks.

Treasurer Report:

Equipment and maintenance: We are close to the allotted budget expenditure. Unless a computer or printer goes out we shouldn't go over. Printer ink has been the biggest spend for this line. The water cooler was also cleaned. There was a \$177 spend on payroll that was probably a reimbursement. There was an amazon purchase and a few smaller purchases for ink.

Programming – This will change by \$350 after applying the Summer Reading grant. We will get some money back from other towns as well (still being sorted out how much). A lot of the programming expense was supplies and can be moved to that line spend.

Postage line is being used for the courier service because the grant amount was expended. Bridget needs to make a note for a journal entry to break up a bill to use the rest of the courier grant.

Supplies still has plenty of money and other spends can be applied to that line.

Dawn asked about GMLC membership – Cory explained it covers Libby, our eBook/eAudiobook.

Librarian Performance Review – schedule:

April & Pam – September 22<sup>nd</sup> after the Strategic Bridge Plan Meeting

Cory is going to share out the previous form to everyone so we can all review.

Budget Review & Approval:

Proposed numbers are where we started at last year.

Director's pay and Assistant Librarian's pay – We are not far off for average especially as over a certain number of hours the town has to offer benefits. Need to ask what hours the Director thinks will suit the library best, behind the scenes and in direct patron contact.

Cory is at 20 hours – ballpark figure, does not meet it all the time. Hours are fine, but the rate of pay could be higher. In the past, trustees have reached out to Warren and Waitsfield to gauge the rate of other librarians in the area.

Karen is open to increasing her hours, Up to 12 hours is our goal. Salary was increased two years ago when Nicole took on the custodial duties. Karen does not do custodial duties. There is a cleaning service but there is no custodian. We have talked about who could change the lightbulbs to brighter ones, but there has been no consensus. The rental fee for the Town Hall was just increased because it was running a deficit whenever it was rented.

Potential change of library hours to noon-6 Monday, Tuesday, Thursday. Which would bring us up to the strategic plan goal for being open 23 or more hours. Ideally, it would be Saturday extending to 4, but the rental space would be limited by that.

Building maintenance fund – we have asked for \$1500 each year. This year we have only spent \$440. Cintas and Casella – rugs and trash. We should be paying ¼ of the trash. Why is the library paying for the rugs when it's in the town hall – what is their responsibility? Electric/Heating is the same – currently this is a mix of the old building and the town hall. The town hall has its own budget – but not much is requested there. The leak and lights should come out of the town hall budget.

Cory explained the history of the two buildings and budgets. When Bridget submits the budget review, she is going to highlight those lines and move them because they need to be reassigned to a different account or moved out of library numbers.

Is the library paying a portion of the heating for the other building? We don't have an answer yet. Bridget is going to ask to get an answer for some of these questions. Plowing is not in the budget – it's an assumed service (reported as an in-kind service from the town).

Telephone – we asked for an increase last year because the rate from Waitsfield Telecom increased. Just rounded for the budget line this year.

Printing and Advertising we left as is – but could be where to ask for an increase. Pam did research on the constrictions from the historical aspect – and it has to do with sizing. Sign type, design, coloring, lettering, lighting, and how they are mounted on the building. We can spend the next year researching and designing and getting quotes as a starting point and work it into next year's budget. Or we can ask the friends if it's something we can ask them about. This is less of an operational expense and more of a one-time thing.

Training and Mileage – VLA is a given, and the tickets are about \$65-75 plus mileage. Bump it up to \$250 for next year.

Memberships – Last year we spent \$900 of the \$1400. Cory will be reimbursed for ARSL and VLA memberships. Set at \$1300 for next year instead of \$1475 (removed Biblio+ subscription).

Supplies – Leave as is – esp. as that line is going to be program supplies.

Programming – leave it as is.

Postage – Only gets used for the courier service, leave it in. Leave as is.

Electricity/Heat – as discussed.

Materials – Collection growth and cost of everything goes up. Increase to \$4000 for next year. We can add more ebook/eaudio titles for only the Moretown collection.

Equipment/Maintenance – new computer and printer. Budget for the circ desktop computer and for a patron computer. We have two chromebooks, one has no speaker, and one has a broken screen. Printer is used more than the patron computer. Two desktops and a printer. Cory can look up the present-day model of what we have is and we can go with that. Need funds available in case they break, but would like to proactively replace them. Then set up a technology replacement schedule.

Hourly rates are not on the pay stubs, so we are not 100% sure what the hourly rates are now. Bridget will ask Cheryl what the current hourly rates are for both Cory and Karen.

We will need to call a special meeting for final budget approval.

Review/approve final trustee calendar:

Motion to approve as amended – Bridget makes a motion. Pam seconds.

Passed unanimously.

Policy Review:

- \*Library Technology Security Policy – Projector and DVD player, Microphone – change to securely store instead of a locked cabinet.

- \*Patron Computer Usage Policy

- \*Wi-Fi Internet Access Policy

Add note that these were reviewed by trustees on 9/8/2026.

Bridget makes a motion to approve the three policies as reviewed and adjusted during the meeting. Dawn seconds. Passed unanimously.

Town Hall updates from Stakeholders: Finance committee is refusing to meet until directed by select board, even though that was discussed at the June SB meeting. Cory is resigning from the Town Hall Committee. No other update.

Executive Session:

Bridget - Motion to enter into executive session (grab reason), Pam seconds. Enter executive session @ 7:57.

Motion to exit executive session Pam, Bridget seconds.

Exit @ 8:16 - no decisions or votes.

Adjourn: April Motion to adjourn. Pam seconds Adjourned @ 8:17