

**Moretown Memorial Library
Board of Trustees Meeting**

NOT APPROVED

April 12, 2018

Attendance:

7:00 Public Comment

7:15 Ideas for Jen and Michelle to research when they attend the Trustee Training
(at Jen's request)

7:30 Resolution to make every 2nd Thursday a regular meeting

7:45 Discuss/sketch out a timeline for moving

8:00 Begin crafting questionnaire

8:30 Adjourn

NOT APPROVED

March 22, 2018

Attendance: Cory Stephenson, Karen Sharpwolf, Elizabeth Burt, Jennifer Hill, Michelle Saffran, Jamie Wimble

Stephanie Venema, Denise Gabaree and Ellie Hilferty from Historical Society

7:00 Call to Order and Welcome to New Trustees

7:01 Election of Board Positions: Chairperson, Treasurer, Secretary nominated
and voted in:

Treasurer - Elizabeth Burt

Chairperson - Jamie Wimble

Secretary - Jennifer Hill

7:05 Public Comment

7:10 - New Business Moved to earlier in the agenda to include Historical Society members in the conversation

Town Hall

- Present at the Town Meeting - Elizabeth reports - share the idea and let the public know and invite them to think about it. There were a couple of questions about the presentation: Historical Society purchase, Questions about other locations, still a usable public space. No one protested. Instead of it being a model presented, it was letting public know that they can be a part of the conversation.

Conversation with Historical Society members -

Question - will there be a hearing?

Answer - the public will be invited to comment and give input through surveys, etc.

Question - final decision...select board?

Answer - we are the final decision as Trustees

Question - what are the thoughts about this building?

Answer - maybe sell it? We aren't sure who owns it - maybe the trustees...attorneys will need to review this.

Question - what are we thinking about the set up?

Answer - we are thinking about moveable features for the books. We want to get the input of the community

Question - What is the set up right now for the Historic Society?

Answer - They do not rent from the library or town.

Question - What would you like access to the public be for the Historical Society be?

Answer - They would be ok for others to have access to see some the photos and books.

Question - Do you have any qualms about books being moved around

Answer - Look at what other libraries do for this kind of arrangements. It is possible to close the book shelves for the books to be kept during events. We could cover the books

Question - do you know other libraries who are in their town hall?

Answer - Warren had done this

Question to Historic Society: what would you like to see with your collection and this building?

Answer - we have thought about putting our collection somewhere, but we don't have a budget for the light, electric and other for here. To stay here we will need to be included with the Town's support. It may be beyond what can be fund raised.

Question - what about selling of this building?

Answer - not able to have a septic. A well? Maybe. What about the library annex being here and include the historic society and keep under the town's support. Could this building be considered a historic site for state and federal?

Question - what about the library being in the school?

Answer - the school is occupied, there is re-design conversations happening now, the school district owns it. This is not an option right now.

Question - what about the direction of electronic books instead of print?

Answer - programming is a part of the library, we will continue a print collection, we are considering expanding the work space and including computers.

SUGGESTIONS -

- Seek advice from realtor

- For the survey - questions about historical society? Include a brief bit about the historic society for folks to consider, add question about library value and use to get the data straight,
- How can the Society get their thoughts to the Library? They will meet and can get back to us. We will be in touch about the timing for the survey.

7:50 Treasurer’s Report

Budget mostly got approved.

Except...

- \$2000 was approved of \$4455 request of Building Maintenance
- \$500 of \$940 for Equipment and Maintenance
- \$700 of \$820 for Heating
- \$200 of \$400 for Program
- Heating - we will probably spend over what budgeted from our current budget. Elizabeth has contacted the Select Board about this.

8:00 Secretary’s Report

- Share notes from January 11, 2018 for approval
- Any open questions to consider? - No
- Moved and Approved

8:05 Librarian’s Report

	Circ	Comp uters	Refer ence	Listen Up	Gale	2018 Total	<i>2017</i>
January	333	1	17	41	35	427	<i>448</i>
February	307	1	21	50	18	397	<i>498</i>

*Circ-all materials checked out from the library. Reference-all reference questions, calls, emails handled at the library, ListenUp-online audio and ebook checkouts. Gale- online database sessions.

VISITS	Adults	Children	2018 Total	<i>2017</i>
January	143	42	185	<i>179</i>
February	112	42	154	<i>128</i>

Programs:

- 6 storytimes, with participation of 1-3 children and their caregivers..
- Afterschool program Move it and READ ran by Meredith had four participants in February after none in January. She plans to do one more in April. It has been challenging to get the word out at school with everything else offered/going on for students.
- 15 people came to our Souper Supporters party, it was a nice way to recognize and celebrate everyone who gives so much to the library.
- 8 programs from Bullet Journaling to White Privilege to Moretown Open Mics, with 116 adults and 13 children participating .
- Spring Programming
 - Our critical media literacy series “Fake News! And How to Spot It” with Rob Williams begins next week. First session here in Moretown is an overview of what it is, second session at Joslin looks at print media, and third session in Warren focuses on the digital age.
 - Pasta with PipSqueaks is scheduled for Sunday 4/8 at 3pm at school, anyone is invited, you don't have to have a pipsqueak to attend. Led by Elizabeth and I.
 - May host a children's book swap at the end of April
 - Birding by Ear returns 5/5 and 5/6, and Meredith will be doing a program on Emerald Ash Borer most likely 5/17.
- Summer Reading Program with MRV libraries: This year's theme is “Libraries Rock”
 - We are moving SRP up by two weeks, beginning 6/21 and ending 7/21 due to other librarians' vacation schedules.
 - VINS will be doing kick-off, tentatively again at Town Hall on Thursday, June 21st at 4pm
 - Also collaborating on the wrap-up. Right now working on putting together a musical petting zoo and band at the Farmer's Market and involving Harwood band students as well. Tentatively 7/21
 - Other MML programming includes “The Sound of Nature” , Campfire Sing Along and Origami with Gail Martin using performer's grant.
 - Received \$275 from the VG as the MRV libraries so planning to use those funds for SRP as well.

Other:

- CPL program is officially back up and running through the Dept. of Libraries, I have enrolled, hope that some of my PD credit thus far will count towards it.
- VLA's conference is Friday, May 18th up at Lake Morey. Anyone else want to register with me, or Meredith could also possibly attend.
- LFL: would like to have installed for nice weather.
- As Town Hall move progresses, will need to prioritize job requirements to make time for associated tasks.

Discussion and Questions?

- Found bin of historic papers - Jamie will take to look through

Moved and Approved

8:25 Old Business (moved to earlier in the agenda)

Hole in floor

- Cory has the authority to purchase a mat for no more than \$75
- Moved and Approved

8:30 New Business

Town Hall (conversation with trustees)

Subcommittee or whole group?

- Yes, as a whole group we will do this subcommittee work

Meeting schedule

- How about meet monthly?
- January, March, May, ect would have Librarian, Treasurer,
- February, April, June would have Secretary and Town Hall
- FUTURE meeting April 12th & May 10th 7 pm at the library,

Online Survey Questions

- Cory will create a [Town Hall Move Google Folder](#)
- Cory will create a [document](#) to start collecting questions and question types
- Jen will create a [Google Form](#) to start to organize the questions

Design Forum dates selected

- Have several of these
- Start in May with the Open Mic May 18th

Project Plan with rough budget to share with SB

- Elizabeth will come up with a structure for figuring this out regarding the sale of this space, the proposal to them,

8:50 Adjourn

APPROVED

January 11, 2018

Attendance: Elizabeth Burt, Jamie Wimble, Karen Sharpwolf , Cory Stephenson, Chris Costello, Susan Werntgen, Catrina Brackett

7:00 Call to Order

Reading: In November

7:02 Public Comment

7:05 Treasurer's Report

- 2017 we spent 99% of budget
- \$2,500 DYeso
- \$500 in Donations
- Parker Trust
 - Everett Maynard is in charge of this
 - \$1,100 plus intrest
- Select board is working on the budget
 - Expecting to finish it next Tuesday
- Report approved

7:10 Secretary's Report

Report approved

7:12 Librarians report

	Circ	Comp uters	Refer ence	Listen Up	Gale	2017 Total	<i>2016</i>
November	402	0	25	31	21	479	<i>525</i>
December	360	6	18	35	105	524	<i>456</i>

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VISITS	Adults	Children	2017 Total	<i>2016</i>
November	137	36	173	<i>197</i>
December	132	28	160	<i>134</i>

Programs:

- 4 storytimes, with participation of 2-5 children and their caregivers. New more consistent crowd with several new babies/families.
- Total of 8 programs in this reporting period, with participation of 69 adults and 43 children

- “Mrs. Claus” a rousing success with 7 adults and 8 children, fun was had by all!
- Spring Programming
 - Open Mic Nights are back, with first one coming up Friday, 1/12. Will run through April, then break for the summer. Generous support from Friends for one PA rental appreciated.
 - Bullet Journaling for the New Year on Sunday 1/14. Have 7 signed up, plan to hold at the library.
 - Meredith has an after school book club planned for next several months, Move it and READ! So far, only 2 sign-ups for first one 1/18, hope to get at least 4.
 - Working with Jerry Cassels to hold a ‘clipboard’ making workshop for tweens/teens,
 - Pasta with Pipsqueaks...Elizabeth is bringing her pasta makers and enthusiasm for cooking with kids (I’m helping too). Date TBD
 - Co-sponsoring a 2 workshop series with the Peace and Justice Center on race the 2nd/3rd Sundays in February. MRV libraries and Interfaith Council
 - “To Build a Fire” reading and practice. Potentially over Feb. break on fire by friction.
 - Co-hosting three series workshop on Critical Media Literacy with MRV libraries and Rob Williams. First session is 3/20 here and will go over basics. 3/27 and 4/3 at Joslin/Warren and will delve deeper into 5 filters Rob has developed for understanding online news/media.
 - Will have Brian Mohr and Emily Johnson of Ember Photography do their “Human Powered” slideshow sometime in March/early April
 - Childrens’ Book swap during mud season
 - VHC storytelling type presentation sponsored by Friends.

Other:

- FY2017 Public Library Survey Highlights include:
 - Total print collection is 5,441 with slightly more children’s items than adults
 - Small increase in audiobooks to 371. 413 DVD’s, roughly same amount in childrens and adults.
 - 385 registered borrowers, down from last year due to much needed removal of over 100 expired patrons
 - Visits for the year were 2,080, up by 200 from last year
 - Physical item circulation was 4,009 up by 350 from last year, total with LUV and VOL was 4,995
 - ILL loans were down considerably, mainly due to courier system implementation. Dept. of Libraries has issued an RFP for upcoming year and is working to secure a contract that we can all participate in.
 - Big success in programming. Even though we held slightly fewer programs (61 vs. 72), we saw over double the participation (1,073 vs. 507)

7:24 New Business

- Town Hall Move
 - Karen and Jamie went to select board to discuss
 - The discussion centered around the upstairs of Town Hall
 - It would expand the library to a community space
 - There is a proposed line item to cover the moving costs.

- Jamie will attend Select Board Meeting on Tuesday, January 16 to discuss.
- Soup Event 2/11
 - Soup afternoon 4-6
 - Bring Soup
 - Cory will invite souper supporters
- Vote on Mission Statement
 - MML strives to be a hub for the community by providing robust programming, services and a diverse collection of materials .Approved
- Trustee Positions
 - Brainstormed ideas for trustees to join board.
 - Karen will put a call out on Front Porch Forum.
- Strategic Plan:
 - Move to next meetingApproved

8:25 Old Business

8:29 Adjourn

**Moretown Memorial Library
Board of Trustees Meeting**

APPROVED

November 9, 2017

Attendance: Elizabeth Burt, Jamie Wimble, Karen Sharpwolf (recording), Cory Stephenson

7:00 Call to Order

Reading: In November

7:02 Public Comment

7:05 Treasurer's Report

We are 85% through the budget

We might be over on telephone

We have donation money

Materials will need to start coming out of donations

Carpeting will come out of DiYeso

Selectboard meeting: they are very supportive. They are going to make us a Capital Improvements line item rather than "maintenance". Tom asked Jason to see if there are funds in the Capital budget we could borrow from for improvements. They asked if we are going to get a lead certification when it is done. Jamie will ask Darryl. Please include Friends' donations in Report. They are appreciative that we have used DiYeso and Parker funds. We are going with the courier service and joining with Joslin.

Report approved

7:10 Secretary's Report

Report approved

7:15 Librarian's Report

People are interacting with library in many ways, including through programming. Numbers are strong. Book group got Cory thinking about Emergency Planning in Moretown. Sunflower house was harvested by school students. Goal to interact with each class once per year. Animal slumber party story time coming up! Collaborating with MR Libraries for a series on racism. New ILL system is happening. Courier system will help make it more predictable. Website is fixed.

Cory is working on a page for the Friends. Cory & Meredith attended with NELA conference. Report approved

7:40 New Business

- Mission Statement. MML strives to be a hub for the community by providing robust programming, services and a diverse collection of materials.
- Courier System: we are joining with Joslin
- Party: Soup in February “We Love our SOUper Supporters!” Sunday, February 11; 4-6.

8:00 Old Business

Next Agenda:

- Vote on Mission Statement
- Liability
- Future Elections
- Strategic Plan: Smaller Group?
- Party

Next Meeting: January 11, 2018 7:00 at MML

8:30 Adjourn

**Moretown Memorial Library
Board of Trustees Meeting**

APPROVED

September 21, 2017

Present: Jamie Wimble, Chris Costello, Elizabeth Burt, Karen Sharpwolf, Cory Stephenson

7:00 Call to Order

7:02 Public Comment
None

7:05 Treasurer’s Report

- 72% of the year
- 84% of operating budget
 - Paid to paint two sides of the building
- 100% of supply budget spent

7:10 Secretary’s Report

- Approved Minutes from July 13, 2017

7:15 Librarian’s Report

	Circ	Comp uters	Refer ence	Listen Up	Gale	2017 Total	2016
July	343	8	21	49	19	440	357
August	370	6	22	53	25	476	468

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VISITS	Adults	Children	2017 Total	2016
July	142	53	194	155
August	121	48	169	186

Programs:

- **Storytime is still really inconsistent. Many weeks with no attendance, followed by times with 3-8 children. Not difficult to plan, so will continue to offer through the fall. Could consider switching time or day again to see if that increases participation**

- 154 people participated in the seven programs we hosted July/August, including Wilderness Survival, building Little Free Libraries at the Farmer's Market, Invasive Lawn Games, Healing Weeds of the Fields and Meadows, All About Beavers, Community Mandala Making and Morefest.
- Held our first PLACE discussion. Had 12 people attend, including one from Moretown and two from Scotland! Format worked well, everyone loved the NOAA science partner.
- First Open Mic of the Season was a success with 30 in attendance, need to work on recruiting more folks willing to get up on stage. Friends raised \$16 in popcorn money.
- Upcoming Programming:
 - Next PLACE meeting is on Thursday, 10/2 at 6:30 pm at school. Theme is "change" and book is "Heat Wave: A Social Autopsy of Disaster in Chicago" by Eric Klinenberg. Third meeting is in Warren on 11/2, theme is "Strategy" and book is "the Water Knife". Hoping to have both FMR and MRVPD participate in one or both of the next two.
 - Neighborhood Yard Sale at the Old Town Hall. Sat. 10/7 from 10-3. Tables are \$5 each, with proceeds going to library. So far, have 3 tables signed up.
 - 11/12 is our last session of seasonal herb workshops with Allison Dellner. "Herbs to Let Go Gracefully"
 - Have an email out to Jerry Cassels, he was interested in doing a "make your own clipboard" two part workshop for middle school kids, with components of emotional intelligence building integrated into the hands-on project. Could take the place of parenting book club with Hannah's House.
 - Meeting with Rob Williams to continue investigating information literacy programming, perhaps early next year
 - Spoke briefly with Red Hen at Morefest on a few ideas for cooking classes, Randy was interested in a kids class as well
 - Planning to reach out to Emberphoto to see if they might be willing to do a travel adventure slide show this winter
 - Mrs. Claus?

Other:

- Morefest: overall it seemed like we had lower traffic than last year. Not sure how total attendance compared for the event, it also could have been our tent placement. We made about \$36 from the book sale, about \$100 less than last year. Storytime generated interest, and I was able to leave it up for the first week of school
- Little Free Libraries: completed and waiting for pick-up at Joslin. Need to coordinate help installing it on side of General Store (Jamie was asking Carl), as well as get knobs and magnetic strips to help keep doors closed.
- Transitioning to new ILL system, overall more intuitive and easy to use but still a few wrinkles to work out like lag times between receipt and requests and courier vs. postal libraries.
- Removed 147 expired patrons (expired up to 2015, hadn't checked anything out since 2013). Will help with increased LUV fees coming up for next year.
- Move of books in the library nearly complete, next step will be to make labels for each section. Picture bookcase installed, Hannah will be returning to fix the lower right bottom drawer so it can roll out when carpet is installed in next few weeks. We are meeting 9/22 to discuss that as well as new circulation desk.
- Website: apparently the old web page on Town's site for the library is back up and showing up at the top of Google searches. Have been working on it since May. JB has been unable to troubleshoot and wants me to request approval from the SB to call butternut and have them help. Thoughts?

7:40 New Business

- Historic Preservation Grant and Long Term Maintenance Plan
 - Katrina Brackett working to pull together to submit by this October
 - Joe from South Hill Building evaluated the building and found nothing to fix ASAP
 - Estimate \$1500 per window
 - Also adding plaster work for up and downstairs, but not sure if it will be done in time for this years grant
 - What do we want the library to look like for the 100 anniversary in 2025?
 - Asking for money for flooring, windows and painting the remaining two walls

- Liability and Trustees
 - Tabled until November meeting.

- Collection Development Policy
 - Cory has been researching this
 - Needs to be tied to mission
 - Last mission review 2010
 - Decided to create a draft of a new mission statement and look at next meeting

- Research Institute for Public Libraries
 - A grant opportunity
 - 3 days of training for using Data to measure your libraries impact
 - Stipend for food, travel, lodging
 - Karen will write a letter in support of Cory
 -

- Trustees/Friends Conference
 - November 4th at Champlain College

- Friends

- Passed on a list of new recruits after MoreFest
- September meeting not scheduled at this time.
- When they meet again, we would like to have a trustee at the next meeting.

8:00 Old Business

- Furniture update
 - Hannah is using the old patron computer table to create a new circulation desk.
 - About \$75 in labor and materials
 - The picture bookcase is in the back room. Hannah is going to come back to address a few small issues.
 - approved

- Painting Update
 - A few windows need to be finished.
- Flooring
 - Carpet added to back room for \$500 or less.
 - approved
- Cleaning Estimate
 - \$65 per month from Mary Murphy
 - Plus an initial deep cleaning \$200
 - Approved

8:40 Adjourn

**Moretown Memorial Library
Board of Trustees Meeting**

July 13, 2017

APPROVED

Present: Jamie Wimble, , Chris Costello, Elizabeth Burt, Karen Sharpwolf, Helen

Banevicius, Meridith Whitney

7:00 Call to Order

Welcome Helen!

Reading: Karen “Real Vermonters Don’t Milk Goats.”

7:02 Public Comment

Welcome Meridith to your first board meeting

7:05 Treasurer’s Report

- We are in pretty good shape
 - Have spent 47% so far and we are at 58% of the year
- Heat and electricity are over for the year.
 - This has been shared with the Town Clerk
- \$430 in donations so far this year. Up from last year.

7:10 Secretary’s Report

- Last meeting minutes were reviewed and approved by all.

7:15 Librarian's Report

	Circ	Comp uters	Refer ence	Listen Up	Gale	2017 Total	<i>2016</i>
May	329	14	21	49	36	449	294
June	278	10	27	29	62	406	521**

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**Large number due to unusually high number of Gale sessions

VISITS	Adults	Children	2017 Total	<i>2016</i>
May	121	45	166	143
June	108	77	185	131

Programs:

- 4 Storytimes. I am not getting very consistent attendance. Will continue through summer then reassess.
- Invited Moretown School's ½ grade and preK to special Sunflower House planting storytime. Will put a more general invitation out to teachers in the fall for programs they would like to see/participate in.
- Hosted 8 other programs with total of 221 people participating. Everything from Open Mic, Bike Repair Cafe, Birding by Ear, a morning at the Farmer's Market and the kick-off event for the Summer Reading Program attended by 127 people!
- Passport to libraries going, we have a new stamp thanks to Meredith's artistic skills. Looks like 4 passport books have gone out.
- Future Programming
 - Healing Weeds of the Field and Meadow, the third in seasonal herbal series with Allison Dellner happening 7/30 at 4pm.
 - PLACE programming has been scheduled and the books selected. Thursday, September 14th at 6:30pm will be first session on theme of "Community" with "Flight Behavior" by Barbara Kingsolver. Thursday, October 5th at 6:30pm will be theme of "Change" with nonfiction title "Heat Wave: A Social Autopsy of Disaster in Chicago" by Robert Henson. Last session on "Strategy" will feature "The Water Knife" by Paolo Bacigalupi and will be 11/2 at 6:30pm. Will begin promoting in early August.
 - Met with Rob Williams on information literacy programming. As a board member of Action Coalition for Media Education (ACME), he has been working with journalist out of Plainfield to develop some workshops. We will continue to talk as that develops and can hopefully host at least one of the sessions.
 - Will be collaborating with Hannah's House and Joslin to do some type of parenting book club in the fall
 - Also looking into bringing a babysitting course back (at patron's request), gluten free cooking class, a Dan Zucker talk and starting Open Mic nights again in Sept. Other suggestions welcome!

Other:

- Little Free Libraries update: nominations and voting are in: Moretown General got 74% of votes compared to 26% for Jones Brook Area. Haven't asked the store yet--reasoning behind nomination was that it attracted a new/different crowd, and is a high traffic area. If they aren't interested in hosting, another idea would be Town Hall.
- The main pieces of the picture bookcase have been cut, Hannah needs to come measure to

make sure it can be maneuvered into place once fully assembled.

- Attended Friends meeting where several funding requests were discussed, as well as developing a protocol for such requests. Along with the bookcase, they will be sponsoring \$200 of programming and four audiobooks for the summer. They are also going to try and meet quarterly going forward. Amy has resigned, there was discussion about recruiting more members.
- Cleaning the library-- beyond sweeping/swiffering what has happened in the past? How do other town buildings get cleaned and could we get added to the list?
- Flooring: would help with maintenance and could make space more inviting for people.
- Will present a draft collection development policy at our Sept. meeting when I can be in attendance to discuss.

7:40 New Business

- Building
- We have \$2000 in budget for maintenance
 - ★ Painting
 - We will paint the East and South side of the library using the \$2000 from our maintenance budget and pay the difference from the Parker Fund up to \$500. Contract to be awarded to the lowest bidder.
 - ★ Flooring (at least back room)
 - Cory is authorized to spend up to \$500 to spend on flooring for the back room from the the Parker Fund
 - Karen will look into grants for flooring for the rest of the library.
 - ★ Cleaning
 - Elizabeth will contact the town for regular cleaning of the library
 - ★ Windows
 - We still need to replace the back three windows.
 - We have started to explore grants to pay for this.
 - Deadlines are in May and October
 - Up to \$20,000 matching grants
 -
 - ★ Other maintenance

- Morefest!
 - On August 26
 - Library Events
 - Photo Scavenger Hunt
 - Book Sale
 - Book Walk

8:20 Old Business

- Furniture update
 - Exciting News!
 - Meredith talked to Extras and someone is coming to measure the space and give her some choices for a new circulation desk.

8:24 Adjourn

**Moretown Memorial Library
Board of Trustees Meeting**

May 9, 2017
APPROVED

Present: Jamie Wimble, Cory Stephenson , Chris Costello, Elizabeth Burt, Karen

Sharpwolf

7:00 Call to Order

Reading: Jamie Wimble

- Betsy~Tacy by Mary Hart Lovelace
- Anthem By Leonard Cohen

7:02 Public Comment

None

7:05 Treasurer's Report

1. We are in Good Shape
2. Donations at book sale and programs
 - a. Programing
 - b. Adult Audio Books
 - c. Emergency Fund
3. Need selectboard approval for exceeding any line item in budget
4. Report approved

7:28 Secretary's Report

- Reviewed minutes from March 9, 2017
- Approved Minutes from March 9, 2017

7:15 Librarian's Report

	Circ	Computers	Reference	ListenUp	Gale	2017 Total	<i>2016</i>
March	297	6	18	35	45	401	<i>384</i>
April	334	4	20	50	17	425	<i>343</i>

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VISITS	Adults	Children	2017 Total	<i>2016</i>
March	122	39	161	<i>120</i>
April	112	44	156	<i>140</i>

Programs:

- 2 Storytimes, with 2 cancelled (Town Meeting and a Propane Issue here) and 4 no shows. Hopeful it will pick up again with nicer weather and opportunity to be outside.
- Hosted 8 other programs with total of 193 people participating. Everything from herbal classes, kombucha making to the Big Bang., Some highlights were the March Open Mic (40), Muslim Girls Making Change (70) and Cooking with Kids (25).
- Rich collaboration with MRV Libraries to bring a variety of VT Reads programming to the Valley in April.
- Future Programming
 - Bike repair cafe with the Mad River Riders scheduled for Sun. May 21. Folks are encouraged to bring their bikes and what tools they have to learn basic maintenance and repair skills. Trail work on Town Forest trails will also be happening before the repair part.

- First PLACE meeting with our science partner (Geologist from Johnson State) is 5/22. Also invited Josh Schwartz to join us and share the work being done by UVM on climate resilience here and how we might get the word out to the community through this programming.
- Will be welcoming Moretown School's preK and 1/2 classes to help plant/create the Storytime Sunflower house last week of May/first week in June.. Hopeful this will also be another way to encourage participation in storytime this summer.
- Birding by Ear back for 6/3 and 6/4. 6/3 will be indoor at the school, 6/4 will be at Pony Farm
- Hannah's House to host a parenting book club/storytime. Still determining target age and timing.
- Have reached out to Rob Williams about doing some kind of information literacy, "spotting fake news" talk. We are connecting June 1.
- Signed up for Passport to VT Libraries again, hopefully will get passports at VLA conference next week.
- Summer Reading Program with MRV libraries: This year's theme is "Build a Better World"
 - Finalizing brochure, hope to go to school again in their last few weeks to pitch.
 - If we do a tree planting/service learning project, it will be for the new playground, not with Friends of Mad River as I missed their window of time to order low cost shrubs/plants.

Other:

- Thank you to Greg Wagner for use of School for programs.
- Attended quarterly VOKAL meeting 4/21, learned a little bit about new ILL system coming. Will replace very old, cumbersome way with more accessibility and control for patrons. Roll out likely happening sometime in August.
- Weeding is nearly finished with some adult fiction left and the paperback

collection.

- Decided to have a yearly discussion as to advise Cory about thoughts about purpose of library to help make weeding discussions.
- Meredith is awesome as our new Assistant Librarian.

8:14 New Business

- Painting Estimate/ Decision
 - Gary Butler \$4950
 - Denny Meade \$3800Elizabeth will check with select board about cost.
- Furniture
 - Cory will look into replacing circulation desk.
- Children's bookcase
 - Hope to be done before July 1
- Decided to attend Friends of the Library on a rotating basis
 - Cory will ask them to include us on their email chain
- New Trustee
 - Need to recruit another member
- Morefest
 - Brainstorm for next meeting.
- Adopt a Book
 - Cory will look into this

8:38 Old Business

- Library Director Performance Review Date
 - June 12, 2017 8:00 am at library.

8:43 Adjourn

**Moretown Memorial Library
Board of Trustees Meeting**

March 9, 2017

APPROVED

Present: Jamie Wimble, Cory Stephenson , Chris Costello, Elizabeth Burt, Karen

Sharpwolf

7:00 Call to Order

Reading: Elizabeth Burt: Love in the Time of Cholera

Reading next week: Jamie Wimble

7:05 Public Comment

No Public Comment

7:05 Treasurer's Report:

Personnel: 15.86%

Operating: 16.98%

Overall: 16.24%

Donations: ~\$200

DiYeso: ~\$4100

Parker: ~\$1100

7:10 Secretary's Report

Approved Minutes from January 19

7:13 Librarian's Report

	Circ	Comp uters	Refer ence	Listen Up	Gale	2017 Total	<i>2016</i>
January	373	1	17	41	16	448	<i>321</i>
February	403	2	14	37	42	498	<i>315</i>

*Circ-all materials checked out from the library. Reference-all reference questions, calls, emails handled at the library, ListenUp-online audio and ebook checkouts. Gale- online database sessions.

VISITS	Adults	Children	2017 Total	<i>2016</i>
January	131	48	179	<i>123</i>
February	91	37	128	<i>116</i>

Programs:

- 5 storytimes, with participation of 1-3 children and their caregivers..
- Very Successful start to Herbal Remedies series led by Allison Dellnar with 11 people in attendance for the immune remedies class on 1/22. Spring Tonics and Bitters will be 4/30 Weeds of the Field and Meadow TBD in August and *Herbs to Let Go Gracefully* tentative 11/12
- 3 Adults and 6 children came in to make cards/color for Valentine's Day celebration 2/11
- 9 participants learned all about making Kombucha and Kefir with Vermont Fermentation Adventures. Included language about suggested donation in PR, seemed to help with contributions during workshop.
- 9 people also showed up for first Open Mic night at the Town Hall 2/10. Sounded like a rousing good time, and there seems to be good energy for the next one 3/10. Will continue on Thursdays after that until June.
- Future Programming
 - Dan Zucker will be returning with a presentation on "The Big Bang". Sunday, March 19th at 4pm at the school.
 - Awarded the \$1,000 PLACE grant for the climate change discussion series the MRV libraries plan to host. Professional development will be happening in March, and funds are for PR, purchase of books/materials and non-alcoholic refreshments. Have been assigned a NOAA science partner from Johnson State College. Programs to be completed by November.
 - Family Cooking Class with Fiddleheads on 4/9 at the school
 - As part of MRV Libraries will be hosting a series of programming for the VT Reads book "Brown Girl Dreaming". Moretown School will be the site of an intergenerational book discussion on 4/27 at 6:30pm.
 - Small chance we will be participating in Spectrum VT sleepout 3/25, site either at Pony Farm or possibly school.
 - Also working with Hannah's House to host a parenting book club/storytime for 4-6 sessions before school gets out. Still determining target age.
- Summer Reading Program with MRV libraries: This year's theme is "Build a Better World"
 - Southern Vermont Natural History Museum will kick off the programming with Live raptors program on July 1st in Moretown. Received \$200 summer performer grant to cover the fee.
 - Also collaborating on "Tiny Libraries" community building project. Will have suggestions/votes for three locations (one in each town), then design workshop and finally building session at Farmer's Market tentatively scheduled 7/22
 - Other MML programming includes "Nature's Engineers" that I will lead at each library, one on beavers, one on bees, one on birds; Giant Jenga game building, primitive skills with Luke Foley for upper elementary/middle school kids, possible tree/shrub planting along stream near school with

Friends of the Mad River support.. Meeting with Moie at MECA to try and coordinate a few with camp.

- Wrap up to the program will be community art installation of visions of what a better world looks like. Hoping to have them up along the river at Bridge St.

Other:

- Next Friends meeting will be 3/21 at 7pm. Sold all of chocolate, have not heard final #'s from sale yet.
- Updated Job description for Assistant Librarian, met with Pat to share, agreed on performance review sometime in March
- Picture book shelves designed, looking to build either with existing money in the budget, or through Friends. Have one quote for \$757 (\$540 materials, \$270 labor). Can we fit some of the cost into building maintenance budget?
- VLA "Unconference" is scheduled for May 18th, 8-3pm in Killington. Registration is open, around \$45 to attend

7:52 New Business

- New MML Checking Account
 - In the process of being set up with the town.
 - Try to get a debit card to help with online purchases
- Parker Fund Update
- Building Maintenance Plan/ Budget Line Item
 - Painting Outside of building
 - Flooring
 - Picture Bookcase
 - Efficiency upgrades
- Friends of MML
 - Sold all of the Chocolate
 - Next meeting 3/21
 - Cory and Karen will try to attend.
- Thursday hours
 - It was decided not to change the hours on Thursday.

- Website agendas/ minutes

8:15 Old Business

- Library Director Performance Review
 - Will do at next Board Meeting May 11

8:21 Adjourn

**Moretown Memorial Library
Board of Trustees Meeting**

January 19, 2017

APPROVED

Present: Jamie Wimble, Cory Stephenson , Chris Costello, Elizabeth Burt

7:00 Call to Order

Reading: Cory

- Mary Oliver
 - Excerpt from Upstream
 - “Sleeping in the Forest”

7:02 Public Comment

7:05 Treasurer’s Report

- 6% over on operating budget
- 20% under on personal
- Diyeso fund \$4,400
- Cory will look into Listen Up and explore the different options.

7:10 Secretary’s Report

- Approved minutes from November 17, 2016

7:15 Librarian’s Report

DOKAL Statistics

	Circ	Comp uters	Refer ence	Listen Up	Gale	2016 Total	<i>2015</i>
November	459	2	1	44	19	525	330
December	401	4	1	31	19	456	354

*Circ-all materials checked out from the library. Reference-all reference questions, calls, emails handled at the library, ListenUp-online audio and ebook checkouts. Gale- online database sessions.

VISITS	Adults	Children	2016 Total	2015
November	144	53	197	166
December	94	40	134	125

Programs:

- 5 storytimes, with participation of 1-3 children and their caregivers..
- Organizing workshop with Maxine G. from March was rescheduled to 11/10. 8 participants.
- 7 families picked up toys from our toy swap for ages 0-3. Many more toys dropped off than picked up, able to donate a large amount of toys to Harwood's Gifts of Kindness drive. Rest I dropped off at Goodwill.
- International Game Day had three families participate, with 4 adults and 6 children. Would like to host monthly game day now that Joslin is doing Magic on Sundays.
- "Mrs. Claus" a rousing success with 15 adults and 13 children, fun was had by all!
- Spring Programming
 - Still working with Emily/school to schedule a writer's workshop with local authors to happen (Tamara Smith, "Another Kind of Hurricane" and Erin Moulton, "Keepers of the Labyrinth").
 - 17 people are pre-registered for first workshop in seasonal herbal series with Allison Dellnar on Immune Stimulating Remedies
 - Have reached out to Jen Degen about doing Lovingkindness workshop
 - Notification on climate change discussion series still delayed
 - Kombucha/Kefir workshop with Beki Auclair currently set for 2/19 at school
 - As part of MRV Libraries will be hosting a book discussion for VT Reads book "Brown Girl Dreaming" Tentative date is 3/30
 - Family cooking class with Lisa Mason will be 4/9
 - Other ideas include repair cafe, after school book/film club for elementary students, circling back for Ebay workshop, winter family campfire, seed starting
 - Monthly Open Mic at the Town Hall--suggested by patron, first date would be 2/10. Could incorporate Friends flower/chocolates fundraiser into the event as well. How should we handle alcohol?
- Initial planning for summer reading program underway. This year's theme is "Build a Better World" Currently working to book Southern Vermont Natural History live animal program as possible kick-off here, or in middle of the month. Also plan to do "nature's engineers" series. A community day of building little free libraries and art installation of visions of a better world rounds out the collaboration.

Other:

- Virus software renew. Geek Squad. How has IT been handled in the past?
- Job descriptions: Assistant not updated since 2008, performance evals schedule
 - Changing schedule of library hours to meet requests from assistant
- Picture book shelves designed, looking to build either with existing money in the budget, or through Friends. Have one quote for \$757 (\$540 materials, \$270 labor).

7:20 New Business

Ballot and Town Meeting Needs

- Jamie will run for last year of the 3- year term
- Chris will run for the 1-year term

- Karen and Elizabeth will decide on the other terms.
- We will still have an open seat, if you would like to join us.

Yestermorrow

Yestermorrow: contact here originally thought of the the Public Interest Project class as a good fit (student designed and build for local non-profit). Shared project they did with Shelburne farms that was roughly \$2,000. However, determined that the scope would better fit one of their more standard classes like shed building. Wasn't seeing that we could do more than replace portalet with something similar with composting toilet that would have to be emptied every week. Next step to talk to town about zoning/regulations.

Fundraising: Valentine's Day with Friends

Cory will contact and ask about the Open Mic.

Holiday Schedule:

- Federal Holidays
- Christmas Eve

8:20 Old Business

8:30 Adjourn

Moretown Memorial Library

Board of Trustees Meeting

November 17, 2016

APPROVED

Present: Jamie Wimble, Cory Stephenson , Chris Costello, Elizabeth Burt, Karen

Sharpwolf, Jane Gomez, Craig Eilers

7:00 Call to Order

C. Costello read David Budbill's poems

- Tomorrow
- What we need

7:02 Public Comment

- The library looks nice painted.
- Friends of the Library Meeting
 - K. Sharpwolf went to a Friends conference
 - Friends and trustee can work together, no need for seperation
 - What are Friends doing in other places:
 - Cookie walk
 - Mother's day flower sales
 - Ice cream socials
 - Soup and bread lunches
 - Book sale
 - Advocacy for homeless people
 - Selling memberships/donations
 - C. Eilers gave an update

- Big push to do the renovation work that was done (painting, shelves)
- Been dormant since then because there has not been any requests.
- Need some direction
 - Picture book shelving
 - Add to collection
 - Programing
- Next Steps
 - Call a meeting of the friends

7:42 Secretary's Report

- Approved Minutes from September 8, 2016

7:43 Librarian's Report

	Circ	Comp uters	Refer ence	Listen Up	Gale	2016 Total	<i>2015</i>
September	328	2	8	30	21	389	<i>341</i>
October	376	1	11	46	11	445	<i>306</i>

*Circ-all materials checked out from the library. Reference-all reference questions, calls, emails handled at the library, ListenUp-online audio and ebook checkouts. Gale- online database sessions.

VISITS	Adults	Children	2016 Total	<i>2015</i>
September	121	32	153	<i>148</i>
October	130	47	177	<i>276</i>

Programs:

- 7 storytimes, with participation of 1-5 children and their caregivers. Considering adjusting time to 10am to encourage more Moretown preK families to attend.
- 12 people registered, 6 showed up for the Kraut workshop with Beki.
- There were 13 participants at the Inifnity Talk, 5 children and 6 adults

- Halloween we saw approx. 80 kids, 40 adults. Thanks Jennifer, Karen and Sophia!
- Maxine came back and entertained 7 of us with creative ways to lighten our loads and do some decluttering
- International Game Day is this Saturday 11/19, we will have food and games on hand to play from 1-4pm.
- At a patron's suggestion, we are hosting a Toy Swap for ages 0-3. Asking people to bring in like new/gently used toys by Saturday, then people can shop at their convenience during library hours until Fri. 12/2. The Swap will be upstairs in the front meeting room.
- "Mrs. Claus" will be joining us 12/15 at 6pm to read stories and gather letters to Santa
- Spring Programming
 - Still working with Emily/school to schedule a writer's workshop with local authors to happen Jan/Feb. (Tamara Smith, "Another Kind of Hurricane" and Erin Moulton, "Keepers of the Labyrinth").
 - Allison Dellnar will be doing a year-long seasonal herbal series starting with Immune remedies 1/22. Each season has a different focus, Spring: Tonics and Bitters, Summer: Weeds of the Field and Meadow, Fall: Herbs to Let Go Gracefully
 - Have reached out to Neal Nussbaum about doing follow-up ebay/online selling workshop after the holidays. He is unsure of work schedule right now, so will circle back in January
 - Loving Kindness meditation/other ways to bring community together in dialogue has been discussed
 - Notification on climate change discussion series delayed until Dec.
 - Working with MRV Libraries to develop programming for VT Reads--this year's book is Brown Girl Dreaming

Other:

- Pat is on extended medical leave due to Sciatica. Will have surgery 11/18. Karen is filling in as assistant librarian through the end of this year. Currently on the 11/21 SB meeting agenda to officially introduce/share this change with them.
- Picture book shelves designed, looking to build either with existing money in the budget, or through grant funding. Still working on getting quotes.
- Animals have been heard in the walls. Will let SB know at 11/21 meeting and see what next steps they want to take.
- Swapped out file cabinet, what do you want to do with the old one?
- Meeting with Yestermorrow 11/18 4pm to discuss possible bathroom/water/etc.
- Budget discussions: book buying vs. audiobooks vs. LUV

7:55 Treasurer's Report

- At 97% of budget with 6 weeks to go
- Materials monies have been spent
- Predicting to be over budget.
- Haven't spent much of the DiYeso fund

7:20 New Business

- Budget: Proposal for Moretown Memorial Library 2017 request to Town Board was reviewed and approved the proposal.
- Adopt an author program.
- Thank you note to lawyer of DiYeso fund

8:45 Old Business

- Strategic Planning
 - K. Sharpwolf found out we did not submit a strategic plan.
 - The Mad River Valley libraries have one that goes until 2018
- Propane Heater Service
 - Rinnai heater was serviced.

Next meeting will be January 12 at 7:00 at the library.

8:30 Adjourn

**Moretown Memorial Library
Board of Trustees Meeting**

September 8, 2016

APPROVED

Present: , Cory Stephenson , Chris Costello, Elizabeth Burt, Karen Sharpwolf

7:00 Call to Order

Reading: Karen
Wonder by RJ Polacio

7:02 Public Comment

- Anna Dewdney author of “Lama Lama” was remembered. She passed away this week at age 50.
- Thanks to the trustees for their work at MoreFest

7:05 Treasurer’s Report

- We are over on our maintenance for the year
 - \$400 for powerwashing the building.
 - Elizabeth is going to ask the town clerk about the cost, it seems a bit high.
- Personnel budget: we are doing fine.
- Membership for Green Mountain Library Consortium
 - Questions about VOKEL
 - Cory will look into it
- Supply budget is maxed out.
 - No real supplies needed in the near future
- Postage is below
 - ILL’s are down for the year.

7:10 Secretary’s Report

Minutes from July 7 meeting approved

7:15 Librarian’s Report

	Circ	Comp uters	Refer ence	Listen Up	Gale	2016 Total	<i>2015</i>
July	297	2	5	35	18	357	410
August	392	1	15	38	**	446**	371

*Circ-all materials checked out from the library. Reference-all reference questions, calls, emails handled at the library, ListenUp-online audio and ebook checkouts. Gale- online database sessions.

**Have not yet received report on Gale usage for August

VISITS	Adults	Children	2016 Total	2015
July	105	55	155	157
August	125	61	186	150

Programs:

- 4 storytimes, still with participation of 1-3 children and their caregivers. Music Together has moved their fall class to Tues. 10:30 which creates a conflict for at least 2 families.
- 6 Gathering for Magic Thursdays with 2-4 participants for each session. Hoping to make it a once a month event starting in October.
- Summer Reading Program “Get in the Game”: presented to Moretown School the last week of school, hosted the following events with fairly good participation::
 - 7/10 Town Forest Hike 3 children/ 2 adults
 - 7/12 Natural Boat Races 15 children (11 MECA, 4 others)
 - 7/16 Young Writer’s Workshop with Erin Moulton CANCELLED
 - 7/28 Family Campfire Fun Thurs. with Swing Peepers (at Town Hall due to weather). 6 children, 7 adults
 - 9 children signed up for Bingo card reading log challenge. Several prizes including books and a creemee were given out.
- Morefest
 - Good visibility for library, and book sale generated \$139.00.
 - Jamie will pick up leftover books for church sale within next 2 weeks.
 - Had eight people turn in photo scavenger hunt cards, and four upload their photos for judging. Michelle Saffran is helping review and we will announce winners on Saturday 9/10 and display them in the library.
- Fall Programming is currently lined up with
 - Anyone can Kraut/Veggie Fermenting with Beki Auclair. Sunday, 9/18 4pm at school. Need 5 people to run
 - The Practical Matter of Infinity w/ Dan Zucker. Sunday, 10/23 at school.4pm
 - Lighten Your Load: an Organizing Workshop w/ Maxine Gautier. Thursday, 11/10 6:30pm location TBD
- Currently working with Emily at school to create two writer’s workshop with local authors to happen Jan/Feb. (Tamara Smith, “Another Kind of Hurrican” and possibly this late fall (Erin Moulton, “Keepers of the Labyrinth”)

Other:

- Moretownlibrary.wordpress.com launched and double website issue fixed. Had some training with Chuck to add new books list and calendar of events and learn maintenance. Can post meeting minutes on Trustee’s page, as well as VR articles. Will contact to start paying fee to remove “wordpress” from web address.
- Picture book shelves designed, looking to build either with existing money in the budget, or through grant funding.
- Lisa S. found box of library checks and a few deposit slips from when DiYeso account was

opened. Should she bring in?

- Started new hours last Thursday, open 2:30 pm on Mondays and Thursdays now.

7:20 New Business

- Friends of MML
 - Role of Friends
 - Fundraisng
 - Promotion
 - Help at events
 - Work day to help with maintenance
 - Report to board on activities
 - Need to find a way to increase membership.
 - Cory will invite members to the meeting in November.
- Strategic Planning
 - The last plan was 2012
 - Karen Sharpwolf will explore this
- Propane Heater Service
 - Need to get Rinnai heater serviced.
 - \$85 -\$120
 - Cory will set this up for when she is here from Gillespie Heating and Cooling.
- DiYeso funding
 - Cory can use up to \$1000 of DiYeso funds for fall programing

8:20 Old Business

- Vacation Notification
 - Will let Elizabeth and town clerk know when she is taking a vaction.
- Halloween
 - Halloween is on Sunday, October 30 this year.

Next meeting will be November 17 at 7:00 at the library.

8:30 Adjourn

Moretown Memorial Library Trustees Meeting

July 7, 2016

APPROVED

Present: Jamie Wimble, Cory Stephenson , Chris Costello, Elizabeth Burt, Karen Sharpwolf

7:06 Call to Order

7:07 Public comment

- Member of the public Jamie Wimble commented how much she loves the statewide library passport program. She has visited 36 libraries since June.

7:12 Treasurer's Report

- None this month due to summer vacation.

7:14 Secretary Report

- Minutes from May 12th meeting approved

7:15 Librarian's Report

	Circ	Computers	Reference	ListenUp	Gale	2016 Total	2015
May	225	5	11	**	53	294**	361
June	333	2	12	**	***	347***	327

*Circ-all materials checked out from the library. Reference-all reference questions, calls, emails handled at the library, ListenUp-online audio and ebook checkouts. Gale- online database sessions.

**Still waiting on training for new access to Overdrive

***Gale Info for June not available yet

VISITS	Adults	Children	2016 Total	2015
May	117	26	143	222
June	113	37	131	141

Programs:

- Birding by ear workshop part 1 had 25 in attendance, part 2 outdoor walk there were 13.
- 6 storytimes, still with participation of 1-3 children and their caregivers.
- Gathering for Magic on Thursdays has met twice, first session had 2 participants, second had 6.
- Hosted special sunflower house storytime the week after school let out. Have been visiting and caring for it during story time.
- Betterworldbooks.com
 - Locking File Cabinet
 - Cory is looking into this
 - 7:59 Old Business
 - Programing
 - Payment for performances as long as they are under \$600 we are all set.

- Mischief managed
 - Label Printer
- Summer Reading Program “Get in the Game”: presented to Moretown School the last week of school, we are hosting the following events:
 - Town Forest Hike Sat 7/10 10am. “Games that Nature Plays” meeting at Moretown School.
 - Natural Boat Races on Tues. on Mad River behind library 7/12 3:30pm (this is coordinated with MECA’s schedule so we will have a guaranteed audience).
 - Young Writer’s Workshop on 7/16 10am with Erin Moulton, limited to 15
 - Family Campfire Fun Thurs. 7/28 6pm with Swing Peepers..
- Have reached out to Dan Zucker to do another celestial program this fall, he is getting back to me with dates in late Sept or late Oct.
- Would like to invite decluttering speaker Maxine Gautier back as well.
- Currently working with other MRV libraries to apply for a grant to support 3 part book/video discussion series “Environmental Literacy Through Climate Change Discussions”

- Also interested in working with other two libraries to bring in programming from Vermont Humanities Council (speaker's bureau and VT reads).
- Morefest. August 27th. We will have a booth there and working with Michelle Saffran to do some kind of photography scavenger hunt/project.
- Accepted report

7:29 New Business

- Moretownlibrary.wordpress.com launch now
 - Buy the domain name for \$18/year
- Weeding and what to do with withdrawn books
 - Book Sale
 - Planet Aid is no longer an option
 - Purchased at a great price.
- Friends of Moretown Library
 - Jamie is working to re-establish this group
- Location of Children's books
 - Once weeding is finished the library will be reorganized before Christmas, or later.
- Now that this is a town building, who is in charge of maintenance?

8:17 Adjourn

Next Meeting: Sept. 8

7:00

At the library

Moretown Memorial Library Trustees Meeting

May 12, 2016

APPROVED

Present: Jamie Wimble, Cory Stephenson , Chris Costello, Elizabeth Burt,
Karen Sharpwolf

7:00 Call to Order

7:01 Treasurer's Report

- 26.75% of budget used so far this year.
- 37.43 % of operating expenses
- \$52.50 Year to date donations
- Report approved

7:12 Secretary Report

- Approved minutes from April 5th and March 10th

7:37 Librarian's Report

- Programs:
 - Gravitational waves 22 people
 - Passport Program
 - 7 Storytimes Switched them to Tuesday
 - Spring Time tea for Doll and Me 17 people
 - Birding by Ear workshop May 22, June 5
 - Kids Garden Demo Day June 12(?)
 - Summer Reading Program "Get in the Game"
 - Town Forest Hike July 10
 - Natural Boat Race July 12
 - Young Writers program July 18
 - Family Campfire July 28

- Cory will check with select board
- Label Maker How do we get this without the tax.
- Clutter, feel free to clean it out.
- Changing hours to sync with the school hours.
- Accepted report

7:34 New Business

- Elizabeth Burt talked to the League of Cities and Towns
 - Thinks we can get exemptions to hire performers
 - Will continue the Conversation
- Friends of the MML
 - Jamie Wimble Will reach out to the Friends Group to see about revitalizing the group.
- Petty Cash
 - Approved and created
 - Discussing ways to keep it secure
- Children's Collection
 - Discussed location of books
- Thank you for Sarah
 - Card and a plant
- Individual Trustee Goals
 - Building
 - Partnerships
 - Engage with people we are not reaching
 - Hub of a community
 - Membership drive
 - Little free library
 - Fundraising
 - Interest clubs (knitting)

8:47 Adjourn

Next Meeting July 7th

Moretown Memorial Library Trustees Meeting

April 5, 2016

APPROVED

Present: Jamie Wimble, Cory Stephenson , Chris Costello(Recording), Elizabeth Burt (acting chair)

7:00 Call to Order

7:02 Elizabeth Burt is acting Chair

7:04 Selectboard Meeting report Jamie and Elizabeth Burt

- Petty Cash account \$200

7:10 Discussion about problem paying people for programs due to the need for presenter to carry workman's comp.

- The Select Board can not accept a waiver form for workman's comp
- Duane Pierson offered to run the programs through the school and the library could pay the school.
- Event Insurance
- Friends of the Library
- Thank you gift cards

7:30 Elizabeth Burt will check ideas with VLCT and Maxine Grad

7:40 Summer Program Cory Stephenson will start to look into volunteers for summer program, but until this is answered, will not look at paid programing.

7:40 All paid programing will be on hold until a solution is found.

7:44 Adjourn

**Moretown Memorial Library
Board of Trustees Meeting
March 10, 2016
APPROVED**

**Present: Sarah Nussbaum, Chris Costello, Karen Sharpwolf, Jamie Wimble,
Elizabeth Burt (recording)**

7:03 Call to Order

7:04 Public Comment

7:05 Treasurer's Report

- Heating costs cut, discussed flexibility within budget
- Town voted in \$9500 increase in salaries across all Town positions. Jamie attended Selectboard meeting. Encouraged members to give more salary funding to library. Positions will be compared to comparable towns and positions. Selectboard meeting on the issue will be in early April. We should attend the meeting with comparable information. Jamie recommends getting salary info for neighboring towns.
- Karen will distribute the VLA survey data. **Jamie will check with Cheryl about date of meeting.**
- Jamie suggested that the Selectboard have a meeting in the Library to become more familiar with us.
- Sarah is currently working 12 hours/week in the library. When all volunteers are working their regular hours, Sarah is in the library 9 hours per week.
- We have overspent technology due to computer issues.
- New Director may want to update OS to Windows 10.

7:36 Secretary's Report

Approved.

7:37 Librarian's Report

- Sarah talked to Craig Eiler about Friends. Amy Eiler. Bill Wilcox. Will revisit revitalizing the Friends group after Director position has been filled. The Board would like a wishlist from Sarah. Item 1 on the wishlist is a label printer.
- We discussed postage challenges. Director needs to front the money.
- Jamie suggested having petty cash. Elizabeth will ask Cherilyn about that possibility.
- We looked at the new library website. We agreed to pay \$18/year to change the domain name from moretownlibrary.wordpress.com to moretownlibrary.com.
- No need to apply for CLIF Summer Reading grant as we don't qualify (not enough free/reduced lunch).
- Schedule Gaps: Karen can do Fridays.
- OneClick subscription estimated to cost \$525. Sarah has followed up to see if we can get a similar price as last year (was group rate with neighboring towns prorated based on our circulation).
- Sarah suggested changing the Library hours to coincide with the end of the school day.
- Report Approved.

8:08 New Business

- Library Director Position (transition and hiring)
 - Sarah will continue to be here on Thursday evenings. She will continue to order books, keep tabs on things. Willing to train new Director as needed.
 - We have received 2 applications for Director position. We have agreed to do rolling reviews of candidates.
 - Attempting to schedule interviews with both candidates.

- Donation request for Harwood Spring Musical
 - Requested \$25.00.
 - We are not in a position to provide sponsorships. We would be happy to advertise for them.
- Board officer elections
 - Karen willing to serve as Chair.
 - Elizabeth willing to serve as Treasurer.
 - Chris is willing to be Secretary. We have a library laptop for the Secretary to use.
- Jamie is wondering about future plans.
 - Sarah suggested:
 - Get rid of DVD stand.
 - Showing movies in the library.
 - Will send Trustees a list.

8:42 Old Business

8:42 Adjourn

**Moretown Memorial Library
Board of Trustees Meeting
January 28, 2016**

APPROVED

Present: Sarah Nussbaum, Jennifer Tripp-Mead, Karen Sharpwolf, Jamie Wimble, Elizabeth Burt (recording)

7:12 Call to Order

7:12 Public Comment

- Jamie tried to get a petition to be on the ballot and was told there will be no trustees on the ballot

- Town used language from the League of Cities and Towns, was not comprehensive
- Language did not talk about the method of electing trustees
- Will go before voters at Town Meeting
- Selectboard will appoint trustees at meeting on March 7th after Town Meeting (March 1st)
- Karen to write letter to Selectboard to request appointments for all board members, will include which term each person will be appointed to

7:21 Treasurer's Report

- FY15: Spent 92.43% of budgeted funds
- Spent 91.88% of Personnel Budget
- Spent 92.28% of Operating Expenses
- DiYeso Fund Balance: \$4805.31 (earned \$3.53 interest)
- FY16 Budget approved except for personel
- Effective April 1st, pay increases for all town employees take effect. Will not be retroactive to January. It is not clear what other factors are influencing overall Town budget or decision of Selectboard to delay full budget approval.

Report Approved.

7:35 Secretary's Report

- Minutes from Nov, 12, 2015 approved

7:15 Librarian's Report

- Friday storytimes are not well attended. The time conflicts with open gym and is during MECA
- Story time with Mrs. Claus was popular. We may consider other bedtime story times or a "leave a friend at the library" event.
- Want to start things to borrow - starting with snowshoes. Sarah may send out survey, will likely be only 1 question
- Vermont History through Song event was well-attended. We may do other collaborations with the Historical Society.

- Try it Here First has not been very popular.
- Art in the library also lagging. Elizabeth will see about getting a potter to display her work.
- We had 2 pre-school visits. Books that were checked out stayed in the classroom, and we got them all back. We will continue this process in the future.
- Sarah requested the Booklist subscription from the Friends.
- Craig Eilers is on the Friends Board. Unclear who other board members are. Sarah may check with Lisa Samson.
- Sarah will coordinate with MECA for summer storytime.
- Chris Costello is interested in becoming a board member, will keep volunteering as well.

Report Approved.

7:56 New Business

- Friends
 - Elizabeth feels we need to revitalize the Friends group. Karen and Elizabeth will learn more about the Friends from the Trustees guidebook.
- New trustees
 - Jamie Wimble and Chris Costello
- Revision of by-laws
 - Need to revise them to reflect new terms: 3 3-year terms, 2 1-year terms
 - Current by-laws: 1. The Board of Trustees of the Moretown Memorial Library shall consist of five trustees elected for five year terms by the registered voters of the Town of Moretown. The trustees shall serve staggered terms and shall be residents of Moretown. After election the trustee will take and subscribe to the statutory official oath prescribed by the Town of Moretown.
 - Proposed Updated by-laws: 1. The Board of Trustees of the Moretown Memorial Library shall consist of five trustees elected by the registered voters of the Town of Moretown. Three trustees shall serve 3-year terms, and 2 Trustees shall serve 1-year terms. The trustees shall serve staggered terms and shall be residents of Moretown. After

election the trustee will take and subscribe to the statutory official oath prescribed by the Town of Moretown.

- Revision to by-laws approved.

8:18 Old Business

- Parker Trust \$1113.64
 - Documentation from the Probate Court clearly states that the trust was dissolved. The board is comfortable making decisions about spending the fund.

8:24 Adjourn

**Moretown Memorial Library
Board of Trustees Meeting**

November 12, 2015

APPROVED

In attendance: Sarah Nussbaum, Jennifer Tripp Mead, Elizabeth Burt (recording),
Karen Sharpwolf

7:02 Call to Order

7:02 Public Comment

None

7:05 Treasurer's Report

We are right on target with overall expenses. Personnel and expenditures at 80%.
Report Approved.

7:15 Secretary's Report

Report Approved.

7:20 Librarian's Report

- Circulation and visit numbers are down. We aren't sure why but are not overly concerned
- Storytime is going well. We are seeing a lot of different faces, not many repeat visitors.
- Try it Here First programs going well. Next one is December 3rd, then we will take a break for a while.
- Documentary screening was a lot of work. Perhaps not worth showing given effort for only 10 attendees.
- We are cohosting VT Humanities "Vermont History Through Song" event.
- Mrs. Claus will be coming to visit in December.
- The Friends have been paying for books. We still have funding left to spend.
- Sarah and Elizabeth attended the CLIF conference in September. Sarah found it inspirational. We should consider: 1. Lending things other than books; 2. Having themed bags for kids; 3. Organizing books by subject.
- Halloween, about 100 kids attended Village events.
- Training. Sarah did a catalog training, but now there is a lull in training. She expects to have 50 credits by the end of this year.

Report Approved.

7:30 New Business

- Budget
 - October meeting minutes approved.
 - Sarah asked that we consider making the librarian's position salaried. Jennifer will look into whether it is okay within federal guidelines.
 - No results available from VLA 2015 survey.
 - Approved budget proposal. Ready to send to Town.
- Trustees
 - Jennifer will likely not run in 2016.
 - Petitions for running at Town Meeting Day are due in early January.

- We have two interested candidates. Karen and Sarah will follow up with them.
- Terms
 - Changing terms from 5 five year terms to 3 three-year terms and 2 one-year terms.
 - Convert Karen's to expire in 2017 (3 year term).
 - Elizabeth is filling Lauree's term, convert it to end in 2018.
 - New 3-year term to end in 2019.
 - Two one-year terms which would end in 2017.
 - Warn term changes for next meeting.
 - Jennifer checking with Town on timing of proposed changes and petitions for new trustees to be on ballot.
- Library Closing Policy
 - Elizabeth proposes getting notification when Library will close for trainings, conferences, etc. rather than Librarian requesting permission from Trustees.
 - Will need to make the change to rules. Karen will warn the change.
- Bazaar
 - December 5th: Need us to help move books (9am), staff table
 - Karen 9-11:30; Jennifer 11:30-1; Elizabeth 1-2
- Parker Trust update
 - Waiting for Probate Court records to be retrieved. No timeline yet.
 - Elizabeth gave an update on the history of George F. Parker. Will check with the Methodist Church about their Trust from him.

8:34 Old Business

None

8:34 Adjourn

**Moretown Memorial Library
Board of Trustees Meeting
October 22, 2015**

APPROVED

Attending: Jennifer Tripp Mead, Sarah Nussbaum, Karen Sharpwolf, Elizabeth Burt (recording)

7:00 Call to Order

7:00 2016 Budget Discussion

Membership Fees

- \$896.01 Membership Fees
- Consider not doing one-click, Sugarbush Chamber of Commerce (Rotary grant will run out next September)
- Adding One-click and ListenUp as budget line items

Postage

- Increased to reflect FY14 and FY15 actuals as well as loss of Resource-Sharing Grant
- Looking for ways to reduce labor involved in ILLs without substantial cost increase
- \$3.07 for 2lb. package; 100 packages/year
- Media Mail, using Paypal, costs additional \$15 - \$20
- Stamps.com requires monthly fee of ~\$15

Heating

- Heating costs expected to be down due to new windows and lower fuel prices

Materials

- Sarah doesn't feel this needs to be raised significantly. Between existing funds and donations, we are able to make sufficient materials purchases

Salaries

- Discussed Librarian's need to participate in professional development and participate in relevant community meetings outside of normal operating hours. Will increase (approximately 78 hours/year or 1.5 hours/week) to make this possible
- Discussed the discrepancy between our Librarian's salary and those reported in the 2012 Vermont Library Association's (VLA) Personnel Committee's Survey of Public Library Salaries. Budget proposal will include an increase in the Librarian's salary from \$13.51 to \$14.63 (approximately \$2000 annual increase)
- Addition of a 2.5% COLA increase (approximately \$90 annual increase) to the Assistant Librarian's salary to match increase other town employees received in current fiscal year

**Moretown Memorial Library
Board of Trustees Meeting
September 10, 2015**

APPROVED

Attending: Jennifer Tripp Mead, Sarah Nussbaum, Karen Sharpwolf
(recording), Elizabeth Burt

7:13 Call to Order

7:13 Public Comment: Excellent message!

7:15 Treasurer's Report

- We are at 67.28% spent which is right where we should be
- We are a little overspent on the port-o-let
- We are low on postage, perhaps due to inter library loans. Last year we were \$85 over.
- DiYeso is now at \$3,410 for Programming and \$1,391.99 for Other (Building)
- New flooring is \$2,500
- George Parker CD: Jennifer provided some information from the 1998 Library Report of the Moretown Report. Elizabeth will look into this more.
- Our budget proposal is due the end of October.

Approved

7:39 Secretary's Report

Approved

7:45 Librarian's Report

- Circulation numbers are up
- Touch the Truck was very popular!

- Sarah met with the Young Adults (mostly 7th graders and Seniors). They are very interested in turning the back room into their own space and will help. That room will need a space heater. They would like supplies to do their schoolwork and a movie night.
- Storytime starts on Friday.
- Other programs: massage, gardening, fermenting

Approved

8:11 New Business

- Meg Allison has resigned from the board. We greatly appreciate all of her work and will miss her.
- Jennifer moved that Elizabeth assume the role of Secretary. Approved.
- Jennifer moved that Karen assume the role of Chair. Approved.
- A special Budget meeting will be held on October 22, 2015 at 7:00 p.m.
- Painting will happen on September 16

8:49 Adjourn

**Moretown Memorial Library
Board of Trustees Meeting
July 9, 2015
APPROVED**

Attending: Meg Allison, Jennifer Tripp Mead, Sarah Nussbaum, Elizabeth Burt

7:35 Call to Order

7:35 Public Comment

None

7:35 Treasurer's Report

- On track for salaries, expenses
- Maintenance nearly spent
- Discussion of Di-Yeso funds, \$10,113 remaining
- Need to close out CD account and move to town

Approved

8:16 Secretary's Report

- Need to get notes posting to website and link sent to Cherilyn within 5 days
- Strike out that Polly Bentley was here

Approved

8:24 Librarian's Report

- Discussion of why circulation numbers are down
- One person library training was great
- Reading program sign-ups are down, but so is school-age population
- Visitors to new artwork nonexistent, perhaps different placement would help
- Waiting to hear from Historical Society about putting display on shelf

8:33 New Business

- Building
 - Paid deposit on replacement of 4 windows, \$3,980
 - Reviewed new quote on flooring from Bisbee's, >\$4K
 - Working on date for painting
- Museum Passes
 - Discussion of purchasing Montshire passes
 - Will research future museum pass options
- Added Elizabeth Burt to the Board

9:03 Old Business

None

9:04 Adjourn

Moretown Memorial Library

Board of Trustees Meeting

May 14, 2015

APPROVED

Attending: Jennifer Tripp Mead, Meg Allison, Sarah Nussbaum, Karen Sharpwolf (recording)

8:00 Call to Order

8:01 Public Comment: None

8:02 Treasurer's Report

- We have spent about 33% of the personnel budget and 35% of our expense budget, so we are on target.
- The Friends' book sale/ bake sale raised more than \$200
- G. Parker Trust Fund CD is \$1,109 comes due in July

Approved

8:17 Secretary's Report

Approved

8:19 Librarian's Report

- This is Sarah's first meeting as our new Library Director. Welcome!
- Our numbers are down from last April. Perhaps it is due to the days we needed to close (or maybe because we didn't have bunnies this year).
- There is a Life Skills class at the Town Hall and the students came down to the Library. Hopefully it can be a regular thing.
- The Moretown Elementary classes all came to the library!
- Sarah will do two story hours in July
- Sarah looked into flooring. It would be about \$2,000.
- We discussed moving the YA section to the back room
- Sarah is taking training courses (Cataloging, Library Admin)
- The board nominated Elizabeth Burt to fill an empty seat on the board. Karen will provide her with the information she needs to be nominated by the Select Board.

Approved

8:52 New Business

- Building: the Trustees would like to have a meeting to discuss the windows, exterior paint, flooring, bookshelves and other items. Karen will send out a “Doodle” to schedule.
- We have \$7,552 in the DiYeso fund.

9:07 Adjourn

**Moretown Memorial Library
Board of Trustees Meeting
March 12, 2015
APPROVED**

Attending: Jennifer Tripp Mead, Meg Allison, Lisa Samsom, Karen Sharpwolf (recording), Polly Bentley

7:00 Call to Order

7:02 Public Comment: None

7:05 Treasurer’s Report

- Approved budget is \$24,330 and we have spent 17.7% to date
- Materials (Listen Up! and VT Dept of Libraries Gale Databases) were paid in January
- Port-O-let is now part of our regular expenses
- Next year we would like to have a “Building/ Maintenance Reserve Fund” with seed money. We need to see if a “Reserve Fund” needs a Town Vote.
- We used DiYeso funds on programming and building repairs
- Our employees cannot work more than 23 hours per week.

Approved

7:10 Secretary’s Report

Approved

7:11 Librarian's Report

- January was slow, February was busy (especially Listen Up!)
- Jo Knowles was a big hit at the Moretown Elementary School
- The Friends donated a table which is very helpful! Thank you!
- Lisa is working on the Summer Reading Program Saturday programs
- Lisa created Library Highlights for Town
- New printer was installed
- "One Click" audio/e-books is also now available for our patrons
- 2014/2015 reports for Friends were created
- Lisa will print out some slips for Inter Library Loan books letting patrons know that they do cost the library postage money

Approved

7:15 New Business

- Friends of the Moretown Memorial Library

Polly Bentley came to the meeting. She said that there is still about \$2,500 left for completing projects. The Friends are willing to talk about finding matching funds for a bathroom. In 1905, the Town Meeting notes show a Vote to establish the Library and with \$25 votes to start the Trustees (who were elected). Those Trustees worked to buy the building. The \$750 Lisa requested is already taken care of, and the Friends would like to do other fundraisers (car wash, bake sale, book sale).

- Positions:

Meg Allison: Chair

Jennifer Tripp Mead: Treasurer

Karen Sharpwolf: Secretary

Approved

7:25 Old Business

- Municipal Library Article

Passed at Town Meeting

8:00 Executive Session about hiring new Library Director

8:26 Adjourn

**Moretown Memorial Library
Board of Trustees Meeting**

January 8, 2015

7:00 pm

APPROVED

Attending: Meg Allison, Jennifer Tripp Mead, Lisa Samsom, Karen Sharpwolf
(recording)

7:25 Call to Order

7:26 Secretary's Report

- Approved

7:30 Librarian's Report

- The Jo Knowles workshop is being rescheduled for 2/12.
- Many programs have been held thanks to the DiYeso Charitable Fund.
- Books for Babies! Bags with board books are available for families to keep.
- Statistics for 2014 will be available next week for the Town Report.
- MML spent our donation money this year on audio books, books, and DVDs. We have \$585 remaining in the donations account.
- Report Approved.

8:15 New Business

- Municipal Warrant. Meg has sent language to Cheryl Brown to warn for the Town to ask for the Library to become “Municipal.”
- Trustee terms. The Trustees discussed perhaps changing the terms of Trustees to be similar to Selectboard terms.

8:25 Adjourn.

**Moretown Memorial Library
Board of Trustees
Meeting Minutes**

November 13, 2014

APPROVED

Present: Meg Allison, Laure Murphy, Jennifer Tripp Mead, Lisa Samsom, Karen Sharpwolf (recording)

Called to Order 7:10 p.m.

Treasurer’s Report. Approved.

The MML Budget is on target for 2014.

The 2015 Budget was submitted to the town. Perhaps in the future we should add a line specific to technology to slowly replace computers so we don’t have to do it all at once.

Secretary’s Report. Approved.

Librarian’s Report.

Visits are steady. Trustees are pleased with the upcoming programs, especially doing a program at the school on a ½ day. New bookmarks with new hours made possible by the Friends of the Moretown Memorial Library. Approved.

New Business

New procedure being considered...what to do when the Director is unable to make it to work.

Gifts for volunteers were decided upon and Meg will take care of the logistics.

Board Openings

We have an opening on the Board. Meg suggested that we perhaps adjust our positions to have a variety of terms (such as 2, 3, 5) and she will ask Cherilyn about it.

Municipal or Incorporated Library Language

The Trustees decided to go through the formality of becoming a “municipal library” via a Town vote in March.

Adjourned 8:25 p.m.