

NOT APPROVED

**Moretown Memorial Library
Board of Trustees - Regular Meeting
March 28, 2019 6:30 - 9:00 pm**

In attendance: Karen Sharpwolf, Cory Stephenson, Jamie Wimble, Jennifer Hill, Elizabeth Burt

6:30 Call to order

6:33 Reading

“[My Valentine to the Public Library](#)” by Catherine Newman

6:38 Public Comment

No public comment

6:39 Secretary’s Report

January 17, 2019 [Minutes](#)

- Highlights of reports, community engagement including Design Nights, prepare for Town Meeting. We created a plan to cover for the Library Assistant and Cleaning with Trustee volunteers. We tabled Goal Setting until March.
- Moved and Approved

6:40 Treasurer’s Report

- Discuss possibility to have a credit card - how about have it linked to the bank account or would Friends be able to do this. It would be great to have it for around \$500 to cover Amazon and HP ink. We will work out a plan so that Cory doesn’t need to use her own credit card.
- 23.3 % Through the year, we are on track or under, except for membership and heating.
- Friday hours: we added 12 - 3 which is a shift from 12 - 1 and added Read & Play starts at 10:30 and is considered a Program.

- Cory is working 20 hours a week instead of 16 hours and we aren't paying an assistant at this time.
- Moved and Approved

6:50 Librarian's Report

- **Numbers** are about even. Not sure why Gale numbers are down, maybe someone moved away?
- **Programing:** Read&Play is going well and will stay at the Town Hall till May 3rd and then moving outside the library, or we can stay in the Town Hall and extend the contract. There have been 11 programs Jan/Feb. There are programs coming up like April 12th is the last Open Mic, Book Discussions, Tree Bathing, Summer Reading Program with a kick off with live animals.
- **Grant:** approved for the Teen position, a Rotary member reached out to encourage us to apply for a grant (they have made a 3 year commitment to Joslin), applied for a grant for Cory to attend a conference in Burlington in September,
- **Library needs** coverage or to close: April Break Tuesday and Thursday
- Moved and Approved

7:10 Staffing Update/Needs

- **Assistant:** for nine hours a week for \$12.73 and having the assistant have a youth services focus, children's program coordinator. Let's start with FPF, Library listserv, Facebook posting and if we don't get applicants then run an add in newspapers. Interviews will be conducted by Cory and Elizabeth.
- **Cleaner:** Thank You Elizabeth! There is a list of folks who responded who we can follow up with. We are looking for monthly cleaning and available for special projects for \$25/hour.
- **Trustee:** We brainstormed possibilities.
- **Librarian Evaluation:** 2017 Karen evaluated Cory and there was a questionnaire. We will go into executive session next meeting to work on this.

7:35 Building Maintenance - Floors

- Joe can pry out the piece and put in a new piece of plywood
- Carl will take a look at it and give his advice
- Karen could repaint the floor after the hole is fixed

7:45 Updates from chair

- How about a retreat for the librarian and trustees to discuss strategic planning. We need to warn the meeting and can have it.
- April 1st - we will stay on old business for the Select Board because it is an open topic left over from Town Meeting and we don't have to attend

7:51 Select Board Meeting on 4/15

- Sharing the data from the survey to the Select Board with the clarification that this survey was conducted very early on in our community engagement and only had 83
- We are seeking the Select Board's vision for next steps. We want to know if it requires a vote (over \$5000) or not and can it be in November or Town Meeting.
- How about us shift from a Library Move to the Town Hall to this becoming a community project from all stakeholders for the creation of a steering committee to create the Community Center including: Rec committee, Select Board, Schools (Moretown & Harwood), Historical Society, Moretown Local Needs. We are a player on the team, not the team. We are in consensus.
- Karen, Jamie and Jen will be there

8:00 Next meeting/upcoming training

April 11th at Waitsfield at Joslin at 6

- Lara will be there and we can follow up with her then

May 9th 6:30 - 8:30 next Trustee meeting at Moretown Library

8:13 Elections

- Chair - Jamie Wimble
- Treasure - Elizabeth Burt

- Secretary - Jennifer Hill

8:16 Town Meeting De-Brief and Next Steps

- Worthwhile, valuable, got town folks thinking
- Got feedback that we did a good job presenting, fielding questions,
- We learned things Monday night and adapted for the next one and this flexibility helped clarify for the second time around

8:25 Matters Arising

Library Membership Drive - 400 Library members currently. Sign up for a library card and get a free creemee.

Long Term Goal - Cory's Pay increase over time

Retreat - for strategic planning

Position for Board - Communications (PR)

8:30 Adjourn