

NOT APPROVED

Moretown Memorial Library Trustees Meeting Minutes

July 20, 2019, 1:00 - 7:00 p.m.

2848 Moretown Common Rd, Moretown, VT

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

1:34 Call to Order and check in: how are you doing, most important goal for the library and something about myself

1:53 Public Comment - none

1:54 Secretary's Report (approve [June minutes](#))

- a. Highlights include: Welcomed Emily Wood as a trustee, discussed and decided on staffing and hours, shared information from trainings and the design charette, planned for the retreat

1:55 Treasurer's Report

- a. see electronic stats from Cory

1:56 Librarian's Report/Staffing updates

- a. see electronic stats from Cory
- b. Programming is going well: Summer Reading kick off, 18 people for Pond Explore, Caterpillar Lab 130 people attended!
- c. Great to have extra help with the interns
- d. One interview and seemed like a good fit and depends on hours (10 per week) and pay being enough for applicant - Cory will circle back
- e. Curtis is with us through the 3rd week of August (thank you Emily!)
- f. Cleaning person: Kailah is interested and available does not have insurance - Elizabeth will check and get back to Jen who will contact Kailah Doyle
- g. Karen asked for clarification of teens and will be fine as long as the library is closed
- h. Summer hours are going well

2:13 Strategic Planning

Identify your measurable outcome and impact seeking with your library and how are you going to get there which shifts to implementation. Here is an [example](#).

Our current: Mission Statement - **MML strives to be a hub for the community by providing robust programming, services and a diverse collection of materials.** From Jan 11, 2018

Guide our strategic planning by generating a **mission**: Moretown Memorial Library is a dynamic, inviting hub that is equitably accessible for the entire community.

Our vision is to provide (no limitations and measurable)
(see poster to organize)

Hub

used by everyone in town
accessible
co-worker space
accessible
safe spaces for children and teens
bathroom
nooks
local art
flexibility
privacy
comfy furniture
heart happy
feel like home
library beyond the walls - nature
safe space
space to gather

programming

library beyond the walls - nature
inquiry
life-long learning
multi-generational

classes
digital literacy

services

services and materials in addition to books
digital literacy
“community needs” ie 211 help
inquiry
multi-generational
accessible
digital literacy

materials

services and materials in addition to books
inquiry
better physical collection
library of things

Example

Mission Statement

Connecting people with the world of ideas and information.

Vision Statement

It is the Library’s vision to:

- Excel in customer service
- Be the first choice for information
- Anticipate and meet changing needs
- Assure equitable access to the Library’s resources and services
- Be a dynamic force in the community

<https://www.cincinnati.library.org/info/mission.asp>

Tools to help our work:

https://libraries.vermont.gov/services/public_libraries/strategic_planning

<http://www.ala.org/united/sites/ala.org.united/files/content/trusteezone/practical-guides/strategic-planning.pdf>

Next Steps - Emily and Karen formed a sub committee to work on formulating the strategic plan including the measurable outcomes.

3:15 ACX Conference Plan Review

Karen shared the boards from the charette including suggestions and concerns about the Town Hall. We looked at the drawings and discussed possibilities.

Next Steps: Emily recommended Switch: How to Change Things When Change is Hard with an analogy of direct the reason and logic (find the bright spot, easy steps to follow, destination guided by our vision), motivate the emotions (shrink the change) shape the path (rally the herd). Appeal to practical matters for a change come first snow. Including problems: [restroom](#), parking, accessible and here is a solution: “Flying north for the winter.” Beginning of November 2019. [Letter to the selectboard](#) emailed August 6th and get on agenda for August 19th.

4:20 Library Name/Branding

Why are we the Moretown Memorial Library? Jamie will look into why we are called this and will share her findings with us to inform any possible name changes.

4:27 Increasing library use

“Be a Moretown resident, get a new library card, get a book, get a creemee” (use donation money) Jamie will do this in the coming weeks if she can, or Cory can after August 3rd.

4:35 Term Lengths

currently: 3 trustees - 3 years, 2 trustees - 1 years. We discussed changing to 5 five year terms or 6 three year terms. We decided to stay the same.

4:45 Matters arising

Financing:

There is a need to make purchases online and the selectboard approved a prepaid credit card and the town needs to take responsibility of establishing this card. Elizabeth will follow up on this.

On boarding process for new trustees:

Let's prepare information about the responsibilities of a board member and an easy way to convey this for a new member. Maybe this can be built into the yearly calendar

5:10 Yearly Planning Cycle:

Here is the [link to our planning cycle](#). We worked on creating the calendar that we will review at each meeting. Elizabeth will look at policies and set priorities for which policies to develop and review first.

5:30 Adjourn

Next Meeting:

Tuesday August 13 6:30 - 8:00