

12.09.19 Moretown Library Trustees
Not Approved

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Regular Meeting

The Moretown Memorial Library

December 9, 2019, 6:30 p.m. at the Library In Town Hall

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

6:37 Call to order

6:37 Public Comment

Cory thanked the trustees for helping with the transition from library to event and back again.

6:38 Reading

Elizabeth shared the book called The Dressmaker's Gift by Fiona Valpy.

6:40 Secretary's Report/Approve Minutes from

November 14, 2019

<https://docs.google.com/document/d/19piH1P74mXFkgETb91XL7BzbZisdtSRzWKD0DD7Nhq4/edit?usp=drivesdk>

Highlights: Reports, Library temporary move to the Town Hall (thank yous, celebrations, upcoming planning), staffing updates, and policy review regarding Town Hall use.

APPROVED

6:43 Treasurer's Report

<https://docs.google.com/spreadsheets/d/1sKUhw8vKCmNcbfMFn-5nCa8IacveigWLL1FYPNs-TsE/edit?usp=drivesdk>

Highlights: the report from the Town Office was very helpful and thorough. 92.88% of the way through the year and we are 85.5% for personnel and 84.76% for operating expenses. We are in good shape!

APPROVED

6:48 Librarian's Report

Confirmed Lawson's monies requires that the Friends vote to approve the monies be spent on necessary technology as follow up for the June email.

Volunteer: Every year we give a Red Hen gift card to our volunteers. What can we do to appreciate the folks who have helped with special events. (see below)

Programs:

- Open Mic Night 6:30 - 9:00 Friday 13th with special holiday music and vendors. Spread the word!
- Sunday Jan 5th will be a puzzle swap at 2 am.
- Tuesday Mrs Claus is coming to town! Cory is providing cookies, cocoa and clem

Staffing:

- FPF posted for library assistant position. Deborah can still help on Saturdays.
- Cory has earned the Certificate of Public Librarianship Program!
- Cleaning - we need to know where the recycling goes

APPROVED

7:05 Selectboard Report during Monday Dec 2nd at 6 pm:

- Jen and Jamie shared about the explanation of the library budget and the memo clarifying the rationale (thank you Elizabeth!).
- Tom asked about the use of the basement and Jamie asked about the mold clean up off the chairs (this is now taken care of!)
- Rae updated that the dig by the sill will not happen until after the ground thaws

Future questions

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- Custodian has been hired - we need clarification about roles and recycling - Cory will reach out to connect for this
- Committee focused on the Town Hall becoming a Community Hub - contact to be on a January agenda or public comment
- Staffing inquiry - contact to be on a January agenda or public comment
- A dolly would be very helpful for switching from library to event and back again

7:22 Town Hall Winter Move Update

- Lock box - workable in the winter?
- Logistics for Town Hall use for rentals: 40 minutes for Elizabeth and Karen and 35 minutes for Elizabeth and Jen to set back up. It is very difficult to move the heavy stuff.
- Feedback from Renter, Visitors, Vendors and Cherylynn is that the space looked good and worked well for the recent event
- For safety it would be good to have a camera for downstairs
- Upcoming event on Saturday 12:30
 - take photos of the different phases of breakdown to share with Tom
 - on Friday after read and play move children things away
 - on Saturday close at noon post on FPF, FB and webpage
 - due to positive feedback from the last event the set up will follow the same protocol
 - Monday 16th we will need to set the library back up
 - Elizabeth can come at 2 to help
 - lock the chairs up when set out on the porch - Cory has one that we can borrow for this Saturday and we can buy a lock for future use
 - we brainstormed ways to get more folks to help out
 - library hours are on the Town Hall Reservation Calendar
 - fluid design would allow for the transition between event and library with more ease

8:00 Staffing Updates/Needs

- Jamie available for short term for pay if we are without a library assistant
- physical timesheet and scan to email

8:13 Volunteer Appreciation / Recruitment

- Red Hen card for regular volunteers (Friends help with this)
- Volunteer Appreciation Celebration for February 16th at 2:00 for all volunteers

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8:18 Matters Arising

- Buy 10 coffee/cocoa coupons for new patrons
- Invite the SB to have a meeting here

8:23 Confirm / next meeting

January 9th 6:30 - 8:30 next Trustee Regular Meeting

8:44 Adjournment