

04.23.20 Moretown Library Trustee
Approved

Moretown Library Board of Trustees
April 23, 2020
6:30 - 7:00 p.m.
Regular Meeting
All connecting remotely through zoom.

Approved

In attendance: Cory Stephenson, Michelle Beard, Emily Wood, Jamie Wimble, Jennifer Hill

6:34 Call to order

6:35 Public Comment - Jen shared her excitement for the Harry Potter Trivia Program! Other trustees are also attending!

6:36 Secretary's Report - Motion Moved to Approve by Michelle and Emily seconded. All agreed to approve the Secretary's Report.

March 26th [Meeting Minutes](#): curbside continued was discussed and decided to continue Jamie noted that the minutes need to include the names of trustees who make and second the motion. Jen will add these details for all future minutes.

6:45 [Treasurer's Report](#) -- Motion Moved to Approve by Jen and Emily seconded. All agreed to approve the Treasurer's Report.

Michelle shared that the 2020 expenses in the building maintenance fund has sent us over the approved budget of \$100 and is now up to \$200. In January, the town decided to give us the trash bill of \$33 a month without letting us know. For the rest of the year, the portable toilet money will cover the cost for the trash. Trash will stay in a separate line item to inform our budget request for next year.

We are 25% through the year and under for salary and a little bit over for operating expenses because of the non-budgeted trash expense. We are right in line for our budget and things are looking good.

6:57 [Librarian's Report](#) - Motion Moved to Approve by Michelle and Emily seconded. All agreed to approve the Librarian's Report.

Programs that were in person before the stay home order were well attended and Cory is looking forward to starting up again after the stay home order is lifted.

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Upcoming Programming:

- Harry Potter Trivia via Zoom and play using Kahoot - 27 families signed up!
- Host on the 12th with the Storycircle!
- Birding by Ear - we may cancel or keep outdoor portion
- Handcraft and chat virtually may start up
- Summer reading program planning with the valley librarians is starting for programming in August

Cory is applying for the Rotary grant for funding the summer intern positions.

Curbside pickup is continuing and feels like an essential service Tuesday and Saturdays with two to four book pickups per day, wifi is a resource, Cory is printing for patrons, and helping folks with tech questions.

We did suspend cleaning, should we resume cleaning services with Megan (\$77 per time)? When it is cleaning for Town Hall rentals, the Town pays. The additional cleaning would come from grant funds. We discussed and decided to wait and resume cleaning once the library is open.

Should we have outdoor programming once the stay home order is lifted...comfort level with this idea? It could look something like Forest Bathing with a sign up and folks agreeing to social distance. Yes, we all agreed that this would be good as long as the facilitator is comfortable.

Cory is not working the full hours. She is working 10 - 14 now and does have some projects that she can work on for more hours as budgeted for. Projects like: run item type discrepancies with the catalog, weeding, process new books bought from Bridgeside Books (Hiata gave 20% discount and tax exemption for ordering new books), go through the physical library cards and run reports and figure out which to keep and which to throw out. We discussed and decided that Cory should work the number of hours she sees fit.

Jamie shared her ideas about the parking lot and the need for the spots nearest the building to be used by folks needing the wifi. She asked about the option for putting up signs and we agreed that this would be a good idea to inform folks who use the parking lot.

7:32 Return of services plan:

Cory has asked about our process for when to return and how to do this. We discussed guidance from the state librarian, CDC recommendations, and the state for re-opening. The governor may have more information tomorrow. Cory can have a draft "return to services" plan for us to look at and we can approve in a future meeting. Also, we can have an emergency meeting if needed.

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7:38 Library tenure at the Town Hall

Jamie and Cory attended virtually the Select Board meeting to share that we could not move out May 1, 2020. The Select Board moved and approved to extend the library's stay in the Town Hall until June 1, 2021. Cory shared that breaking the library down for Town Hall rentals is really hard. Michelle asked if we would have more permanent design and would this make it easier? Cory said yes that the consultation and planning has included this. Jen mentioned that Elizabeth has said that she would like to recruit volunteers to help with this. Michelle asked about the Friends to help with this and Jamie explained that she wants to work with the Friends. Jamie suggested maybe having more books brought over. We have more time now with the extension for some future planning.

7:53 Matters arising - none shared

7:54 Set next meeting date

May 14, 2021

7:55 Emily moved to Adjourn and Michelle Seconded