

Moretown Memorial Library Trustees Meeting Minutes
Regular Meeting

September 17, 2020, 6:30 p.m.

We will meet in person at the Town Hall/Library and via Phone.

Not Approved

In attendance:

Cory Stephenson (in person), Michelle Beard (in person), Jamie Wimble (in person), Jennifer Hill (in person), Emily Wood (via Phone)

Absent: Allison Dellner

Public: None Present

6:30 Call to Order

Reading (skipped)

6:30 Public Comment (none)

6:31 Secretary's Report:

August 13, 2020 Minutes Highlights:

- Welcome Ms Rachael to our staff!
- Summer Learning Program - hurray!
- MOU discussion Town Hall Committee update

Michelle Beard moved to accept the minutes Jamie Wimble seconded. All voted to approve.

6:35 Treasurer's Report

Question: how often do we want to see where we are? Should we reconcile monthly or quarterly?

Michelle is interested in reconciling monthly, report out to Cory monthly and report out to SelectBoard of Trustees quarterly. Jamie suggested that any issues that come up can be brought up in a timely manner.

Michelle asked about what we are looking for in a treasurer's report. Cory clarified that she likes the spreadsheet.

Michelle is wondering if she should note treasurer's procedures when things come up? Michelle is also considering clarification of the roles related to the budget for Library and Town. Emily suggested these procedures be made a part of the Library Procedures.

What is the 2021 budget process? We usually start in October and can have an extra Budget Meeting if we need it. The treasurer comes up with the basic outline to get us started. We discuss as a board what the budget request should be. Right now there is not a date set forth by the Selectboard. Jamie suggested that Michelle inquire about the date needed by the Selectboard.

Jen, as secretary, will include the link to the spreadsheet in the minutes.

Here is [the link](#) for the August 2020 budget spreadsheet.

6:48 Librarians Report

Cory shared the report with highlights from [September Report](#):

- Upcoming programming includes outdoor activities, Food in your Backyard Week, Peace and Justice Center, and Virtual Trivia,
- Cory is preparing to meet with Selectboard members on Wednesday at 9 am in person and Cory can share a virtual way for us to attend to discuss Town Hall use. Having the MOU for this would be timely. We discussed the MOU draft to use for this purpose.

- Cory is investigating switching from Brodart to Ingram (possible to access discounts). Jen asked about Follett as a possibility and they do not offer discounts. Baker and Taylor is a possibility.
- Library shelving has been rearranged using the shelving to: organize early readers, juvenile nonfiction, juvenile graphic novels, Middle Grades Book Award, picture books (with new signage!) and bring more YA over.

7:09 Paying Independent Contractors

- Right now we are held to the Town's process for hiring independent contractors
- Vermont League of City and Towns has been contacted in the past to inform this topic
- Some actions to explore include gathering policy of what other libraries in the Valley are following for procedures, follow up with the Vermont League of City and Towns to determine other processes that better serve library programming needs.

7:24 Coronavirus Protocols in Fall and Winter

- When the door and window has to close how do we want to adjust the protocol? Jamie asked if limiting the time of library use to less than 15 minutes would decrease risk of contact. Cory has observed most library use being less than 15 minutes except for a family reading books. A solution can be to add more plexi to cover the L of the circulation desk. Where is the source for getting this? We discussed the limitation to 15-30 minutes for library use. Emily suggested increasing curbside and we discussed ways to do this and support folks who don't always know what exact book they want. Using the Valley Reporter and FPF to get the word out about this and highlight new books. Cory and Rachael are looking into adding Library Thing as a way to browse.
- Cory will add in a section to our Phased Reopening Plan for Fall/Winter to limit time use to less than 30 minutes.
- Cory is also looking to add a book drop container here at the Town Hall

7:48 Select Board / Town Updates

- Jamie and Rachael attended the Select Board Meeting via ZOOM to introduce Rachael and Michelle emailed to get her set up for payment.
- The budget process is coming up and we are seeking to represent our needs.
- Action: Trustees will attend all Select Board Meetings for the entire time. These meetings occur 1st and 3rd Mondays 6 - until done.

7:59 Friends Update

- Jamie is writing a letter to each member and potential members for Cory to send out to be in touch with Jamie to set up the Friends group and get meetings started
- Friends and Trustees Conference is starting next week so [check it out!](#)

8:05 MOU Update

- The MOU continues to be a draft and Jen will revise and share for tomorrow!

8:08 Collection Development

- Emily and Allison went through the list and highlighted in purple their top picks. Cory will use this to inform book purchases.

8:11 Matters Arising: None

8:12 Next Meeting

Thursday October 8, 2020 at 6:30 as a regular meeting focusing on budget preparations.

8: Adjourn

Michelle Beard moves to adjourn and Jennifer Hill seconded. All approved the adjournment.

