

# Library Trustees Meeting Minutes

## April 25, 2018

**Call to Order:** 7:03 PM

**Present:** John Mickola, Angela Jack, Mark Lapham, Dwight Horan, Roberta Flashman, Claire Lavin, Anne Manney, Pamela Welty, Mary Murtland, Director.

We welcomed our new members Mark Lapham and Pamela Welty.

**Election of Officers:** Chair – Angela Jack, Vice Chair – Roberta Flashman, Treasurer – Mark Lapham, Secretary – Claire Lavin, Financial Secretary – Pamela Welty. Our by-laws call for a financial secretary and we haven't had one for several years. We discussed whether to institute the position now and decided we should.

**Secretary's report:** The list of who was present was mistakenly omitted from the report. Michelle Thomas, Roberta Flashman, Angela Jack, Dwight Horan, Claire Lavin, Anne Manney, Mary Murtland, Director. Accepted with correction. John asked if trustees could get a print-out of all funds that go toward scholarships. Mark will look into it. Discussion about whether it's necessary to have a liason to the Friends' group. Decided it was. Anne Manney named as liason.

**Treasurer's report:** Roberta distributed a list of scholarship recipients.

**Scholarship report:** Applications for next round of scholarships are available now. Dwight has received one application.

**Bills Payable:** Tabled to next meeting.

**Director's report:** We are still sending more materials out than requesting in. More people are coming into the library, due to the better weather and the programs held recently. We went through the bids for a cleaning company. Mary chose Lorraine Blackwell and we concurred. We went through a list of potential computers for library. It was decided to go with Lenovo from Tech Soup for a cost of \$1346. for 4 computers.

Big Hearted Books will not do a temporary box. They want a year's contract. Mary will get a copy of their contract and distribute it to trustees for their review.

We got a \$100. bill for furnace inspection. Jim Hubert told Mary that Rise Engineering, the contractor, is supposed to pay it according to the terms of the grant. Mary is not getting any response from Rise. We suggested she pay the bill so the warranty and insurance are not jeopardized and maybe we'll get reimbursed at some point.

The town doesn't have anyone certified to teach CPR. Mary is talking to the person who taught at the library last time and is getting a price from him. According to the town administrator, it is not required that town employees be certified in CPR. If Mary has trouble finding someone, a few of the trustees know people who might be able to help.

**Friends' update:** Tax returns have been filed. Museum passes have been purchased.

**Library Director Action Items:**

Patron policy: posted to the website.

Staff evaluations: Mary is still working on it.

Grant: We applied for the grant with a larger group so it is more difficult to get information on the status. It's in the works.

**Library Survey Follow-up:** Mary is still working on it.

**Contract Review:** We decided that trustees and Mary read through the proposed contract and discuss it at next meeting.

We discussed removing building maintenance from Mary's purview and making it the responsibility of the trustees through a building sub-committee. It was agreed to set up a sub-committee consisting of Mark Lapham, Roberta Flashman and Claire Lavin.

**Review of Board By-Laws:** Motion was made and seconded to amend the by-laws as follows:

Article II Paragraph 3 to be removed and replaced with the following:

*If for any reason a board member cannot attend a scheduled meeting, such member shall give notice in advance to the Chair, Library Director or other designated officer of the Board. Four consecutive absences without prior notification will be interpreted as a resignation of that member effective immediately. In the event of illness or other extenuating circumstances, exceptions to this provision may be made by formal vote of the Board.*

We decided to wait until next meeting to discuss any other changes to the by-laws.

Joe Hebert, a town resident suggested to John that he could digitize the slides from the 1967 Bicentennial celebration. We agreed he could take them.

**Art Display:** Krishnabai and Sue Chapman would like a budget for expenses of \$100. We agreed to reimburse them for expenses up to \$100. from May 1 2018 through April 30 2019.

**Space Allocation for Community:** We will review the current reservation policy and create a clear policy for the future. The current policy is on the website and we will all read it.

**Adjourned:** 9:24