

LIBRARY TRUSTEE**NOTES FROM****JANUARY 19, 2011**

PRESENT: Jen Foley (Chair), Mike Lawler, Scott Gross (BOS Rep), Sara Santoro, Dianne Hathaway (Library Director) and Paul Augros (Budget Committee Rep).

Chairman Foley called the meeting to order at 6:35 p.m. A quorum was not established.

PUBLIC COMMENT

Steve Seltzer, owner of 12 High Street property met with the Board concerning the revised site plan reflecting the changes for the parking area. He requested a waiver to show one parking space next to his detached garage, which required a waiver to the setback requirement. He will be meeting with the Planning Board on February 24, 2011. Parking within the driveway would be unacceptable. Steve asked about possible landscaping between properties on an easement. He will be meeting with Robbie Grady of Main Street regarding the potential for grant monies for some improvements to his site. He would like to donate the remainder of the costs so there would be no monetary requirement from the Library. S. Gross asked about the possibility of the Library hosting a concert on their property on Old Home Day or another weekend. This will be discussed further with the Board.

MINUTES – DECEMBER 15, 2010

Tabled.

LIBRARY FINANCIALS

Acceptance of a \$250.00 donation from Sue Plante – no restrictions.

Acceptance of a \$400.00 donation from the family of Lee Waterman, one of our home delivery patrons. No restriction, but will work with Mrs. Waterman for purchases to be made.

Trust Accounts Review - no questions or comments.

Monthly Expense Review

Expense Budget Analysis – next month.

Summary Report for Expenses

LIBRARY DIRECTOR'S REPORT

Monthly activities report and highlight of operations statistics

Questions were raised by Jen and Mike regarding monthly statistics moving forward in 2011.

SUBCOMMITTEE REPORTS

Administrative/Financial

Responsibility for Tracking LBOT Documents – Board will divide duties; Dianne will keep final electronic copy.

Trustee Packets – Tabled for vote.

Human Resources

Job Descriptions; Director and Custodian

BOS Request for Travel Notification – No jurisdiction over Library.

Planning and Communication

Neighbor land and parking – Signage discussed; tabled until February. Dianne will connect with Brian Rose for engineered plans for 12 High Street.

Community Questionnaire Focus for February- Jen will edit and send to Dianne. Share next one with homebound.

Report on Community Meetings

BOS and BC – Jen read the following email into the record.

Town HR Committee

OLD BUSINESS

Need to Recruit for LBOT – Filing period has opened.

NEW BUSINESS

Potential Budget – GPL Staff Compensation lines as compared to Town Employees – S. Gross updated the Board members present on the status of the budget.

Announcement of Staff/Trustee Social January 27 at 5 p.m.

Open Discussion regarding LBOT's short/long term goals with Town HR Committee, and BOT step/COLA/longevity awards – Tabled.

DATES TO REMEMBER

2/5/10 10 a.m. School Deliberative Session

2/7/10 7:00 p.m. Town Deliberative Session

2/10/10 7:00 p.m. Snow Date for Town Deliberative Session

2/12/10 10 a.m. Snow date for School Deliberative Session

3/8/10 7:00 a.m. to 7:00 p.m. Elections

Miscellaneous

Items for Town Monthly Executive Report

Adjournment

Carol is the LBOT trustee monitor/on-call in December.

Next LBOT meeting is February 16, 2011 at 6:30 p.m.

Respectfully submitted,

Jo Ann Duffy

These minutes are subject to review and approval by the Board.