

LIBRARY TRUSTEE

MINUTES

MARCH 16, 2011

PRESENT: Jen Foley (Former Chair), Lisa Iodice, Sue Plante, Mike Lawler, Carole Whitcher, Wayne Eddy, Scott Gross (Selectmen's Rep), Dianne Hathaway (Library Director).

Meeting called to order at 6:35 p.m. by former Chair, Jen Foley.

Selectman Gross administered the Oath of Office to the newly elected Trustees.

PUBLIC COMMENTS

None.

Election of Chair and Vice-Chair

S. Plante nominated Lisa Iodice for Chair. C. Whitcher seconded the motion. Voted unanimously in the affirmative.

M. Lawler nominated C. Whitcher as vice-chair. Voted unanimously in the affirmative.

Approval of Minutes of December 15, 2010 Non-Public Minutes

Carole Whitcher's name was misspelled. L. Iodice moved, seconded by C. Whitcher to approve the minutes as amended. Voted unanimously in the affirmative.

Approval of February 16, 2011 Minutes

Wayne Eddy moved, seconded by Sue Plante to approve the minutes as presented. Voted unanimously in the affirmative.

Library Financial Review

Trust Fund Accounts and Summary Report – next month the money market and CD transactions will be reflected on the report. A thank you card was received from TD Bank.

Monthly Expenses/Budget Analysis – reviewed.

Library Director's Report - D. Hathaway reviewed the monthly activities report and highlight operation statistics. She also reported that the hot water tank needed replacement. There was a problem with parking on the lawn whereby two cars left large ruts. It was suggested that caution tape be installed during mud season. D. Hathaway was asked to keep the Board updated on the findings of the GMILCS study committee concerning E Books. Reference transactions continue to increase. Circulation has increased this month; however, door counts are down. Pages scored very well on their performance reviews.

Committee Reports

Administrative/Finance Committee – Items explored for this year: 1) budget; 2) fine policy; 3) fiscal impact of technological changes; 4) schedule next meeting.

New Trustee Packet – discussed later in meeting.

Human Resources Committee – goals: director's evaluation; board self-evaluation; improve communication between Library staff and the Board. C. Witcher suggested a photo of the Trustees and a photo of the staff be displayed on the first floor.

Planning and Communication – C. Witcher reported not using sub-committees, but committees.

Results of Community Questionnaire – Results are being compiled. It was suggested that the color be changed for each survey. Carole will meet with Dianne for suggestions on further survey questions.

Parking Lot Parking – will be added shortly.

Abutter Notice Status – M. Lawler reported he spoke with the Town about having the Library added as an abutter for future projects. Sue D added the Library's name to the property card.

12 High Street Site Plan – The Planning Board suggested the owner remove the parking spaces shown along High Street, as well as the spaces within the easement. He will ask for a waiver to have less parking than what is required. Snow storage is not shown. Trustees want assurance there will not be snow storage within the easement, or parking within the easement. The Planning Board has asked that the drainage be shown on this plan. Megan will be reviewing the drainage calculations. **S. Plante moved, seconded by L. Iodice to authorize M. Lawler and W. Eddy to represent the Trustees at the March 24 Planning Board meeting. Voted unanimously in the affirmative.**

Welcome Packet – Draft distributed by C. Witcher for inclusion in new homebuyer packet for Realtors.

Report on Community Meetings

Update on BOS and BC Monthly Meetings; Deliberative Session – S. Gross asked if the Trustees would like to sponsor an event for the 250th Celebration. The Board considered the request, but felt they were already sponsoring several events for this Celebration.

Update on Town HR Committee – No new decisions have been made. The next meeting is scheduled for April 2011.

OLD BUSINESS

None.

NEW BUSINESS

Re-Evaluate LBOT Committee Assignments – Wayne was assigned Planning and Communication.

Assign Trustees to on-call/monitor community meetings – April assigned to Lisa.

Evaluate need for Recruiting Alternates – Alternates may be reviewed at the April meeting.

Social – The Board discussed the possibility of holding a Social in September.

Interesting Fact – Did you know that Marsha McKay serves on the committee for the Lady Bug Book Award!

Evaluate Non-Resident Card Price – A comparison was distributed showing what GMILCS towns are charging. The Committee will discuss this further and make a recommendation.

Landscaping/tree damage – Mike Walton was going to check the remaining tree to see if it should be removed. He will also remove the stump.

Items for Town Monthly Executive Report – D. Hathaway reviewed the items she will include in her report.

ADJOURNMENT

C. Witcher moved, seconded by W. Eddy to adjourn the meeting at 8:26 p.m.

NEXT MEETING

April 20, 2011 at 6:30 p.m.

Respectfully submitted, Jo Ann Duffy