

**LIBRARY TRUSTEE****MINUTES****APRIL 18, 2012**

**PRESENT:** Lisa Iodice (Chair), Sue Plante, Tess Marts, Wayne Eddy, Mike Lawler, Linda Stonner, Kathy Holt (arrived at 7:11 p.m.), David Pierce (BOS Rep) and Dianne Hathaway (Library Director). Also Present: Melissa Merrifield (Friends of the Library).

Chairman Iodice called the meeting to order at 6:35 p.m.

**PUBLIC COMMENTS**

The Friends held their breakfast fundraiser. Approximately \$360 was raised. Ninety-one breakfast meals were served. The Friends are gearing up for their book sale, which is scheduled for Saturday, June 2. Credit cards will be accepted this year. A transaction fee would be charged to the purchaser. National Library Week was celebrated last week. The Friends provided refreshments to the staff. The Library was very busy that week.

**APPROVAL OF MARCH MINUTES**

**T. Marts moved to approve the minutes as amended. Seconded by S. Plante.**

**Amendments:** One 30 hour and 1 ten hour positions. Also include changes under HR Report and Lib Director's report. Under Election of Chair nominated Sue Plante as vice chair, not and.

**Voted unanimously in the affirmative.**

**ACCEPTANCE OF DONATIONS -**

***\$268 from Kids, Books and the Arts Grant – T. Marts moved to accept. Seconded by W. Eddy. Voted unanimously in the affirmative.***

***\$1,000 for books or computer equipment from the Lori Parish Estate– T. Marts moved to accept. Seconded by W. Eddy. Voted unanimously in the affirmative.***

***\$500 from Steve Lamy for books – T. Marts moved to accept. Seconded by W. Eddy. Voted unanimously in the affirmative.***

**LIBRARY FINANCIAL REVIEW**

**Trust Fund Accounts Review** – Received.

**Monthly Financial Report** – Submitted to Trustees. The March 31 report was submitted to the Board. 22.79% has been expended as of March 31, 2012.

### **LIBRARY DIRECTOR'S REPORT**

The Director met with the Chimney Contractor; waiting for one estimate to be submitted. The yearly GMILCS budget now includes \$14,000 for one weekly delivery for the courier service to supplement the reduced state library delivery. T. Marts suggested the Director obtain information about funding the State's Library budget and how the Trustees can have input in the future. Cardholders may be able to download directly from the PAC later this year. More information will follow. Planning for summer reading is underway and should be finalized by the end of April. Interviews have been ongoing for potential new staff members.

### **COMMITTEE REPORTS**

**Administrative and Finance** – Corrected copies have not yet been sent to the Trustees; however, the changes had been previously discussed. Amendments to the Investment Policy were reviewed to include “at the first full LBOT meeting following the March elections” to “In April”. **D. Holt moved, seconded by W. Eddy to approve the policy as amended. Voted unanimously in the affirmative.** Merit Pay Policy and Matrix - Change was made to separate Director from Hourly and Salaried staff. Also double asterisk foot note was added beside Step and COLA and/or Longevity. **T. Marts moved to accept this policy as amended. Seconded by W. Eddy. Voted unanimously in the affirmative.**

Circulation Policy - Revise as indicated by Director, as well as inserting working in non-discrimination statement to include “sexual orientation”. The opening statement of the policy was revised. Also will remove reference to Hillstown materials in Homebound Service section. **T. Marts moved to adopt this policy as amended. Seconded by W. Eddy. Voted unanimously in the affirmative.**

The Chimney Proposal was also discussed at the sub-committee meeting. The bid discussed pointing and relining the chimney. The other person stated the chimney needed to be rebuilt from the roofline up because the chimney is leaning. Further information is needed.

A Trust Fund for growth will be established.

**Human Resources** – A window in the children's room was broken. A police report has been filed. The progress on the Personnel Handbook is ongoing. Job postings were also discussed and the procedure will be included in the new Personnel Handbook. Marsha is retiring and the committee was asked to do a public recognition. The Trustees agreed with this recommendation. **T. Marts moved to authorized up to \$200 for expenses. Seconded by W. Eddy. Voted unanimously in the affirmative.**

**Planning and Communication** – Wayne was elected Chair. The CIP has requested information concerning upcoming capital projects. The information from last year was reviewed and may be updated. A presentation is scheduled for June 7, 2012. The sub-committee also discussed providing an

ongoing plan for maintenance issues. One estimate for the painting project has been received. T. Marts suggested that additional estimates be obtained and the project be submitted to CIP if it is over \$25,000. The CIP submittal date is May 3, 2012. **T. Marts recommended the Board submit a request to CIP for \$28,000 for the painting project. Seconded by L. Iodice. Voted unanimously in the affirmative.**

#### **REPORT ON COMMUNITY MEETINGS**

Tess Marts reported that she met with the BOS on Monday evening concerning the alternate policy. They had a similar conversation that the Board had. They would appreciate receiving up to three nominations for alternates. If the Trustees have no candidates, they could request names from the town volunteer list. The BOS upheld the Trustees' policy.

#### **NEW BUSINESS**

Boston College Educational Seismology Project – Proposal to install a seismology in the Library. A trip to Weston Observatory would be required. T. Marts and the Director may attend.

#### **NONPUBLIC SESSION RSA 91-A:II (a)**

**A motion was made by W. Eddy and seconded by T. Marts to enter non-public session. A roll call vote was taken with all members voting in the affirmative.**

**A motion was made by Tess Marts, Seconded by Wayne Eddy to exit the non-public session at 8:45 p.m. A roll call vote was taken with all members voting in the affirmative.**

**A motion was made by Linda Stonner, Seconded by Wayne Eddy to authorize the Library Director to hire the two people recommended in non-public session and realign remaining staff as has been previously proposed. Voted unanimously in the affirmative.**

**A motion was made by Tess Marts to adjourn the meeting at 8:50 p.m. Seconded by Mike Lawler. Voted unanimously in the affirmative.**

Respectfully submitted,

Jo Ann Duffy

Next LBOT meeting is May 16, 2012

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE LIBRARY BOARD OF TRUSTEES