

**LIBRARY TRUSTEES
MINUTES**

DECEMBER 27, 1995

PRESENT: Brian McLaughlin (Chairman), Al Packard, Barbara Griffin and Theresa Pare. Also present was Janet Bartels, Library Director.

Chairman McLaughlin called the meeting to order at 7:10 p.m.

MINUTES OF NOVEMBER 15, 1995:

T. Pare moved, seconded by B. Griffin to approve the minutes as presented. Voted unanimously in the affirmative.

TREASURER'S REPORT:

The board reviewed the monthly report. Janet will have all PO's in by the end of the year.

DIRECTOR'S REPORT:

Staffing - Janet proposed bringing back a page for seasonal work. This was approved by the board.

Architect Bills - Janet asked if the \$25,000 needed to be encumbered. A contract or PO was needed to encumber the funds. Gini has received the appropriate paperwork from the architect. There is a balance of \$7,000. Brian will verify that sufficient funds have been encumbered for Gary Meehan's participation through Town Meeting. Janet informed the board that there may be printing costs involved as well; she will verify this. Brian will also contact Art Rose regarding his fees.

B. Griffin moved to authorize the Director cut a purchase order for any balance remaining on Gary Meehan's contract through the March Town Meeting; the costs of hard copies for related material and costs for Art Rose (limited to \$3,000 for Mr. Rose). Seconded by A. Packard. Voted unanimously in the affirmative.

GMILCS - This bill will be paid from 1995 funds. Paul Erickson, Coordinator; and Art Bryant, President of GMILCS, are scheduled for the January 17 meeting. Janet will explore the possibility of presenting the play "Town Meeting", by Rebecca Rule (sp?).

Capital Campaign - The capital campaign is expected to begin in late January. The next meeting is scheduled for Thursday, January 11 at 7 p.m. The Friends are also having a HURRAH (food and fun) on January 21 at the Library after closing time.

Literacy Proposal - Janet met with Sue Babine and developed a proposal for continuation of the literacy program. Monies will come from the 1995 salary line. The total amount of hours will

Library Trustee Minutes
November 15, 1995
Page -2-

be 220 for the year. The PO will be cut from the Education line.

T. Pare moved to accept the proposal as presented by the Director. Seconded by Al Packard.

Discussion:

B. Griffin: I would expect a monthly update under the Director's report on the status of this program.

Voted unanimously in the affirmative.

New Hire/Library Assistant -

B. Griffin moved to approve the Director's recommendation for the new hire. Seconded by T. Pare. Voted unanimously in the affirmative.

Resignation/Open Position -

One member of the staff has resigned. A notice of this opening will be placed on the bulletin board at the Town Hall.

OLD BUSINESS:

Budget - The Budget Committee has not finalized their budget as of this date. The next sub-committee meeting is scheduled for Wednesday, January 3.

T. Pare moved, seconded by A. Packard to adjourn the meeting at 8:05 p.m.

Respectfully submitted,

Jo Ann D'Avanza

THESE MINUTES ARE SUBJECT TO APPROVAL