

**UNOFFICIAL
AS OF 12/10/02**

**LIBRARY TRUSTEES MINUTES
November 20, 2002**

PRESENT: Terry Pare (Chair), George Fullerton, Ken Rose, Russ Vanderhorst, Barbara Griffin, Barbara Totherow, Amy Lapointe (Assistant Director).

T. Pare called the meeting to order at 7:03 p.m.

ACCEPTANCE OF OCTOBER 10, 2002 MINUTES

G. Fullerton moved, seconded by R. Vanderhorst to approve the minutes as presented.

Voted unanimously in the affirmative.

TREASURER'S REPORT

The report was distributed to the board. The benefits line is not expended as much as it would be because several employees elect to take the money rather than the insurance. This is part of the cafeteria plan.

DIRECTOR'S REPORT

Building Issues

The landscaping project is complete. The roof repair is still pending. Replacement of the back roof will be scheduled in the spring. It has been reinforced for the winter.

Main Street Program

Calendars are available for \$15.00 each.

GMILCS

They are migrating to a new circulation system. The "go live" date is scheduled for December 12. Two computers that are running on Windows 98 will probably need to be updated to Windows 2000. The staff is presently being trained.

Holiday Calendar Recommendation

The proposed holiday schedule is based on the approved 2002 calendar and the Personnel Plan.

B. Griffin moved, seconded by G. Fullerton to approve the holiday schedule for 2003. Voted unanimously in the affirmative.

Staffing and Training

The library is fully staffed. The new Pages are working out beautifully. The staff is training for Horizon progressing.

October Statistics

The October statistics were included in the Board's packet.

Bookends Column

Included in the Board's packet.

OLD BUSINESS

Meeting Room Policy

The proposed policy was distributed to the Board. No action will be taken until next month.

Finance Committee, 2003 Budget

The Budget Committee commented on the heating line. They also spent a lot of time talking about the benefits line and why the cafeteria benefits are taken out of the salary line.

Personnel Committee

No report this month. Barbara Totherow is in the process of gathering sample evaluation forms for the Director's evaluation. Ken Rose will also provide a sample form.

Long Range Planning Committee

No report this month.

NEW BUSINESS

There was no new business at this time.

PUBLIC COMMENTS

There were no members of the public present at this meeting.

ADJOURNMENT – Next Board Meeting December 18, 2002.

R. Vanderhorst moved, seconded by K. Rose to adjourn the meeting. So voted.

Respectfully submitted,

Jo Ann Duffy