

9/19/17 - Library Board of Trustees meeting - Minutes taken by Tossy Garrett

4:35 meeting called to order

Mary Ann B motioned to accept the minutes of the previous meeting, Karen seconded. Motion approved unanimously.

Director's report: Sherri was not present, so all read her typed report. It didn't mention Roman's new role at the library, but otherwise there were no questions.

Financial report: Britta & Sherri will meet with John to clear up the discrepancy between the youth book spending shown in the report and what Britta said that she has spent.

Cleaning has been done on community room floors, landing and bathroom and all looks good.

The book sale this year made over \$2K.

Budget needs to be submitted to the town by mid-November

Motion by Cyndy to accept financial report, second by Mary Ann B. Motion approved unanimously.

Old Business:

The technology plan was reviewed and decided we will look at it again next meeting once John meets with Sherri~~when changes are made~~ and more board members are present.

Cyndy requested that the library's policies and plans be put into a format that is accessible from multiple computers and not just in paper form. Discussed flash drives and Google Doc forms. If Google Docs are accessible from an older iPad, that was decided to be the best way. Cyndy will look at the iPad compatibility, and Karen/Tossy will start the Google Doc group.

Next we looked at several policies, procedures and other descriptions:

~~The job description for deputy director.~~ John moved to accept the job description for deputy director~~this wording~~, Karen seconded. Motion approved unanimously.

Copyright Policy has proposed changes from Cyndy, we will revisit in new form next meeting.

Fundraising Policy was reviewed and motion to accept made by Cyndy. Karen seconded, motion approved unanimously.

Harrasment Policy was reviewed and changes made, will revisit next meeting

Non-Discrimination Policy was reviewed and changes made, will revisit next meeting.

Safety Regulations and Procedures were reviewed. No changes made but the document will be in final form next meeting for approval.

New Business:

There was a concern raised by Cyndy that the homeschool group that has asked to use the Community Room twice per week is may be in violation of the rules for the room. The rules

state that a group of community members should not use the room more than once per ~~week~~month, although variance may be given by the board. Also, they are charging in order to pay the teachers, which also seems to be in violation of the rules although they have made a change to request donations for the class instead. Cyndy was concerned that giving a variance for this group would start a precedent for other town groups, and also that a previous group of which she is a part was denied a twice per month access during the same day that this homeschool group was approved ~~for~~, and she would like to see consistency in the application of the rules. More discussion of this is needed when more board members and the director are present.

~~Many~~Several boxes of old cookbooks (p~~reviously used~~urchased as a fundraiser) were found during the book sale, it was agreed that these should be disposed of to free up space in the storage room. Karen wondered if we should order updated fridge magnets with the library's hours on them. Sherri could decide how to distribute them, either by giving them away, charging a small fee, as a welcome to new patrons or as a thank you for donations.

Cyndy moved that we should we donate 10% of book sale profits to the town's Labor Day Committee again this year. John seconded, motion approved unanimously.

Cyndy mentioned that the bylaws need updating (they were last approved in 1999), a subcommittee will meet before the next meeting to propose changes.

Cyndy's phone number needs correcting on one of the contact sheets

Cyndy requested printed job descriptions for library director and youth librarian be given to the board.

Pruning for the apple trees on the property is being researched for this winter.

At 5:45 Tossy moved to go into executive session to discuss policy. Mary Ann B seconded, motion approved unanimously. At 5:58 we left executive session. Cyndi moved that the board ~~will~~ research the paid personal leave and paid holiday policies of other similar-sized libraries as well as those of the town. John seconded, motion approved unanimously.

5:59 Cyndi moved to adjourn meeting. John seconded, motion approved unanimously.