

LIBRARY TRUSTEE MEETING-FINAL minutes

June 23, 2016

Attendees: Beverly Mutrie, Beth Forgione, Amy Magnarelli, John Ashak and Linda Coe were present. Laura Pouliot was attending as the alternate library trustee. Barbara Tosiano was also in attendance with Richard Mc Dermott attending as the selectman's representative.

Amy called the meeting to order at 4:35.

MINUTES OF LAST MEETING: Beverly made a motion to accept the minutes of the last meeting, Amy seconded the motion, all in favor.

Acceptance of donations and unanticipated funds for April 2016

\$75.50 in unanticipated funds this month. Amy motions at accept \$75.50 in unanticipated funds. Laura seconds the motion; all in favor.

TREASURER'S REPORT: None this month

DIRECTOR'S REPORT:

Last night had summer reading kick-off party. Upcoming programs: Dennis Robinson will be presenting a program on his book about the Smuttynose Ax murders. Two of the upcoming Children's programs were moved to public safety building. There was concern over blocking the fire door at the end of building when there are a large number of people in here. Our occupancy limit is 72 (not including the meeting room), we know that we exceeded that number when Animal Encounters and the magician were performing for the summer reading program last year. If children are present and are sitting on the floor, the building can accommodate 90 people. The children's programs should be done in the large central area so that we can fit more people and don't have to worry about blocking an exit. Maybe we should consider adding an addition to the building?

CONTINUING BUSINESS:

Building repairs update - none

Roof proposal-Performance roofing's estimate was for \$35,000 and was a different method of how to do the project. Their proposal is to put down a membrane over the existing roofing, no wooden strips, then put the metal roof over that. The preferred method is to use the furring strips for ventilation. We could have a special meeting and call in the representative from Performance roofing to answer our questions. John can ask the other vender to quote us a price with no furring strips under the roof so that we can compare apples to apples.

Exhibit Agreement for George Augusta Painting- no movement on that yet.

ACTION ITEMS:

Garden Maintenance Planning-Beth talked to Carlos today. He will clear out all the trashy plants and spray the poison ivy on the street side of the building. We don't need inmate labor to do this as Carlos will take care of it. Beth saw a lot of different types of hydrangeas for the ends of the building. We decided that the shorter varieties (4 feet or less) are what we are looking for. Beth will wait until August to buy them.

Beth also took care of getting Amy bonded under the town insurance. The chair and treasurer positions are now bonded.

Bike rack- still waiting to see if the current one can be straightened out. If it can't be fixed we can think about buying a new one.

Treasurer's Report-next month. Electric bill – something is not right! It looks like we are being overcharged. Beth will look into it.

Bench- has been returned and looks beautiful.

Laura volunteered to clean the dead bugs out of the indoor light fixtures this summer.

NEW BUSINESS ITEMS:

AV-Usage Policy- we aren't letting people check out the system, so that part of the policy would not apply. If an outside group wants to use the system, they should start their meeting when library staff is present to help get the system set up. A person from the group needs to be responsible for damages. We need to include the phrase on copyright usage with whatever movies/videos are being shown. Do we want to consider the space where movies can be shown as part of the Meeting Room and follow meeting room policy? Maybe we should add the AV policy to the meeting room policy? We should also add that a staff person, friend or trustee must be present during the program. After some discussion, it was decided that we should just make this part of the meeting room policy, not a separate AV policy.

2 Summer Reading Programs will be moved to the Safety Complex due to high numbers in expected attendance.

Credit card policy- anyone who uses the credit card saves receipts and gives them to the bookkeeper to reconcile with the credit card statement. We need to clean up this language next time we review the credit card policy.

NON-PUBLIC SESSION: Amy made a motion to go into non-public session to discuss personnel matters at 6:15. John seconded the motion. A roll-call vote was taken, all in the affirmative. Beth makes a motion to go out of non-public at 6:28, John seconded the motion. A Roll call vote was taken to come out of non-public, all in the affirmative. Beverly made a motion that we seal the minutes of the non-public session, John seconded, all in favor.

There was some discussion over what we are supposed to do with our non-public minutes. We need to have our non-public minutes in sealed envelopes and stored in a locked file cabinet in the Library.

Laura attended a Library Trustee conference recently and filled us in on some of the things she learned.

Beverly made a motion to adjourn at 6:40. John seconded the motion; all in favor.

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING: July 28th, 2016 at 4:30