

**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES**

DATE: September 28, 2011  
PRESENT: Marge Mone, Chairperson; Nancy Smith, Vice Chairperson; John Thomas, Eliot Miller; Mark Linde; Marvin Sezak; Keith Choquette, Acting Library Director  
ABSENT: Janet Landerholm; Daryle Brown  
RECORDING: Tina M. King, Clerk  
VISITORS: Brenda Rodirgues; Elizabeth Wolfe

PLACE: Trustee Room, Main Library

TIME: 6:30 p.m.

<u>TOPIC/AGENDA</u>	<u>FINDINGS/DISCUSSION</u>	<u>RECOMMENDATIONS/ACTIONS</u>	<u>FOLLOW-UP</u>
1. Acceptance of Minutes	The Minutes of the meeting of August 2, 2011 acceptance was postponed to next meeting.	Motion by John Thomas, second by Marvin Sezak; 3 yes; 3 nays.	Vote on in October's Meeting.
2. Hearing of Visitors	Expressed to the Trustees the burden it was not having the new Pages for the summer. Brenda explained to the Trustees of the burning of the back battery in the data closet that vented into her office and how the odor emanated through the building. The smell affected many of the Staff.		
3. Director's Report	Keith informed the Board of the transfer of funds from the electricity and OCLN accounts to the Book account. This will allow us to meet the State Aid requirements. The State aid Report has been submitted. We are waiting for a letter from John Condon in the finance office to complete the Petition of Wavier. The rug in the Children's Room was replaced by the Foundation. Public Properties has replaced the back door and cleaned up the branches from the last storm. Public Properties also fixed a leak in the roof at the Main Library. The Main Library had to close on September 6, 2011 due to water main break. Board thanked Keith for a job well done.		
4. Chairman's Report	Thanked Keith Choquette for a job well done as acting Director. Introduced Betsy Wolfe as the new director, she will be starting October 3, 2011. Would like Board to form subcommittee to review library policies. Explained the new nepotism policy the City has adopted. Read a thank you note from Ms. Waters who was one of the applicants for the Directors position. Attended the Pancake Breakfast and thanked John Thomas		

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	<p>and Marvin Sezak for their assistance. Met with Mayor Balzotti during the summer. She will be appointing another board member.</p>		
5. Action Items	<p>Accept the resignation of Nicole Andrade</p> <p>Approve the hiring of two Pages; Olyvia Penn and Larry Harris, Jr.</p> <p>Accept the resignation of Keith Choquette as acting Library director.</p> <p>Approve appointment of Keith Choquette to Assistant Library Director.</p> <p>Accept trustee meeting dates.</p>	<p>Motion to accept with regret by Eliot Miller, second by Nancy Smith; voted unanimous.</p> <p>Motion to approve by Mark Linde, second by John Thomas; voted unanimous.</p> <p>Motion by John Thomas, second by Nancy Smith; voted unanimous.</p> <p>Motion to approve and appreciate work as Acting Director by Nancy Smith, second by Marvin Sezak; Voted unanimous.</p> <p>Motion by Mark Linde, second by Eliot Miller; voted unanimous.</p>	
6. Old Business	<p>Foundation landscaping project will be a walkway instead of a wall. Arnie will be working with the Garden Club on this.</p> <p>Establish a subcommittee to renew the library policies.</p> <p>Will wait to discuss new Page procedure until the new director begins.</p>	<p>Motion to approve by Mark Linde, second by Eliot Miller; voted 5 yes 1 nay</p> <p>The committee will consist of Nancy Smith, Mark Linde, Eliot Miller, and Margaret Mone.</p>	
7. New Business	<p>Safety and fire training along with evacuation procedures program for the staff.</p>	<p>Ms. Mone was approached by member of the Red Cross to conduct training.</p>	
8. Adjournment	<p>Meeting adjourned at 7:25P.M. Next meeting Monday, October 24, 2011.</p>	<p>Motion by John Thomas, second by Eliot Miller to adjourn. So voted</p>	