

**BOARD OF LIBRARY TRUSTEES
DRAFT MEETING MINUTES**

DATE: May 19, 2014 TIME: 6:30 p.m. PLACE: Main Library
 PRESENT: Elliot Miller, Chairperson; Janice Johnson Plumer, Vice Chairperson; Mark Linde; Nancy Smith; Daryle Brown; Margaret Mone ; Janet Landerholm; Elizabeth Marcus, Library Director
 ABSENT: Jocelyn Meek;
 VISITORS: Fred Howell, Foundation President; Michelle Poor; Gary King; Councilor Monahan
 RECORDING: Tina King

<u>TOPIC/AGENDA</u>	<u>FINDINGS/DISCUSSION</u>	<u>RECOMMENDATIONS/ACTIONS</u>	<u>FOLLOW-UP</u>
1. Acceptance of Minutes	Minutes from April 28, 2014 were accepted as submitted	Motion to accept by Mark Linde, second by Nancy Smith; voted unanimous.	
2. Hearing of Visitors	<p>Fred Howell spoke on Foundation's unpaid intern, whom is not working in the library and should not need approval from the Director and cleaning up the gift shop.</p> <p>Michelle Poor addressed the Board to let them know how effective Betsy is as a Director. Betsy has an open door policy and is fair but firm with the staff.</p> <p>Gary King inquired about the West renovations and where the Trustees are on it, are they over budget.</p> <p>Councilor Monahan; the Building Department will be putting out the bid again for the West Library</p>		
3. Director's Report	<p>In the case of John Reardon the Judge ordered all materials given to him by October for him to deliberate on. Thanked Lorraine Bell and Jane Fitzsimmons for their time in this case.</p> <p>Sharon Quint will be out on sick leave from a fall that she was injured in.</p> <p>The Head Circulation Service Librarian and Library Clerk positions remain open.</p> <p>Lighting update; we qualify for free replacement lighting in the GE Lighting and Energy Efficiency Program and Green Communities Division. Contacted the program officer and all and we may be able to have all fluorescent lighting replaced.</p>		

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	<p>It will cost us for the installation and must be installed by August 29, 2014.</p> <p>The Library participated in YMCA Healthy Kids Day with Sharon Quint staffing the table, thank you Sharon. State Aid award for FY2014 was \$91,468. If we meet all minimum requirements for FY15 then the following we will receive the full State Aid award estimate would be \$102,000.</p>		
4. Chairman's Report	<p>Kate Federoff will look into liability insurance for the Trustees, she will attend the June meeting to discuss.</p> <p>Spoke with Jim Casieri from the building department, he said the bids went out and City will not approve until the process is finished.</p>		
5. Committee Reports	<p>Scholarship Committee: Janet graciously thanked the Library Foundation for matching the amount the committee has raised. Movie afternoon was attended by 5 people.</p>		
6. Old Business	<p>Ed thanked Janice Johnson Plumer for her work in making the changes in the evaluation forms. Ed would like to postpone the evaluation until June in order to have Jocelyn's evaluation as well.</p> <p>Daryle Brown request they go into Executive Session at 7:20pm</p>	<p>Mark Linde and Daryle Brown do not agree with it. Motion by Daryle Brown to complete today and add Jocelyn Meek's evaluation when it comes in, second by Mark Linde; voted 6-1(abstained)</p> <p>Request for an executive session with the Board only, Betsy Requests to stay in attendance.</p> <p>Roll call vote; Elliot Miller – yes; Janice Johnson-Plumer –yes; Nancy Smith – yes; Mark Linde – yes; Janet Landerholm – yes; Daryle Brown – yes; Margaret Mone - yes.</p>	

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	Reconvened at 7:43pm	The Board of Library Trustees along with Elizabeth Marcus, Director voted to hold off on the evaluation of the Director until the June meeting or later .	
7. New Business	<p>Ellie Wentworth spoke about Connecting Through the Community, which is a group of volunteers that teach English as a second language. The group is seeking approval to continue with their classes.</p> <p>Betsy recommend that they stay and use the closet in the small conference room for storage.</p> <p>Budget hearings are slated for June 9-12, 2014.</p>	Mark Linde motion to approve Connecting Through the Community to continue using the Main Library to teach their classes, second by Margaret Mone; voted unanimous.	
8. Adjournment	Meeting adjourned at 7:45pm.	Motion by Mark Linde, second by Nancy Smith; so moved.	