

**Library Memorial Library
Trustee Meeting
February 19, 2014
Dearborn Redden Room
6:30 p.m.
Agenda**

Call to Order

A. Officer's Reports

- a) Secretary-minutes from 1/22/14
- b) Chairperson-correspondence
- c) Treasurer-

B. Librarian's Reports

- a) Director
 - i) Financials
- b) Public Services
- c) Children's Services
- d) Teen Services – no report
- e) Tech Services

C. Old Business

- a) Personnel
 - i) Part-time personnel ACA issues
- b) Finance
 - i) Lovett Trustee - Town Attorney Mark Gearreald
- c) Building
 - i) Copier – no report
 - ii) Circulation Desk - pending
 - iii) Roof flashing replacement - pending
 - iv) Fan coil replacements - pending
 - v) Custodian insurance - Complete
- d) Other-
 - i) Long Term Goals - pending
 - ii) Veteran preference in hiring - pending
 - iii) Patron Ban
 - iv) Annual report - Complete

D. New Business

- a) Personnel
 - i) Staff evaluations - Underway
 - ii) Director's quarterly performance plan report
- b) Finance
 - i) Bookkeeper – Trustee accounts
 - ii) Transfer 2013 donations - \$1,273
 - iii) Deliberative session report
 - iv) Bookkeeper's charges to handle Trustee accounts
- c) Building
 - i) Dowling contract
 - ii) Extended hours Friday May 2nd, 2014
- d) Other
 - i) Chapter 12 Personnel Policy: Compensation and Benefits

E. Friends Report

F. Acceptance of Donations

G. Summary of Decisions Made

H. Next Meeting- Wednesday March 19, 2014

I. Adjournment