

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

- A. Call to Order-**The meeting was called to order at 6:40 p.m. by Linda Sadlock, Chair. In attendance were Bob Lamothe, Vice Chair / Secretary, Mark Hughes, Treasurer, and Trustees Sharon Fontaine and Deb Knowlton. Also present was Diane Crow, Alternate Trustee, Dick Desrosiers, prospective Alternate Trustee and Director Amanda Reynolds Cooper.
- B. Officer's Report**
- a) Secretary – Mark moved to accept the 2/19/14 minutes, Sharon seconded. AIF. Motion carried.
  - b) Chairperson – no report
  - c) Treasurer- placed on file
- C. Election, Committees, Appointees and Updates**
- a) Officers Slate - Chair Linda Sadlock, Vice Chair Bob Lamothe, Secretary Deb Knowlton, Treasurer Mark Hughes. The slate was approved on a motion by Mark, which was seconded by Sharon. AIF. Motion carried.
  - b) Committees - Finance: Mark, Bob, Dick. Personnel: Linda, Deb and Diane
  - c) Alternates - Diane Crow, Dick Desrosiers and Susan Hughes
  - d) Renew Investment Policy and Trustee Accounts - will be sent to the board, reviewed updated and signed next month
- D. Reports - reviewed and place on file**
- a) Director
    - i) Financials
  - b) Public Services
  - c) Children's Services
  - d) Teen Services
  - e) Tech Services
- E. Old Business**
- a) Personnel
    - i) Personnel Policy Chapter 12 - the following was decided and will be reviewed next month once revised
      - (1) Tuition reimbursement for employees \$2500 per year
      - (2) Part time employees receive benefits pro-rated in comparison to full time employees
      - (3) 10 vacation days carry over per year maximum
      - (4) 7 paid sick leave days with paid FMLA leave
  - b) Finance
    - i) Cy pres petition - filed on our behalf by town council
  - c) Building
    - i) Copier - pending
    - ii) Weston Theater upgrade – spending request has been submitted to the Friends
    - iii) Circulation desk - pending
    - iv) Roof flashing replacement – quotes will be altered for fair comparison
    - v) Fan coil replacements – considering 2015 warrant article
    - vi) Ceiling painting – scheduled for 4/27/14
  - d) Other-
    - i) Long Term Goals – no report
    - ii) Veteran preference in hiring – no report
    - iii) Patron Ban – internal procedures reviewed, final document pending
- F. New Business**
- a) Personnel – long time staff member, Elli Cyr, resigned with regrets. Eleven hours will be filled, offered first to substitute staff
  - b) Finance
    - i) Default budget - adjustments made and maintenance contract cancelled
  - c) Building
    - i) Elevator inspection - will be scheduled
  - d) Other
    - i) Volunteer luncheon – \$1,000 budget approved Bob moved, Mark seconded, AIF motion carried.

ii) National Library Week – general plans were discussed

**G. Friends Report-**

- We currently have 220 members.
- We have a Benefit Night at The Community Oven on Monday, March 31<sup>st</sup> from 6-9pm
- We are testing out selling candy bars at the movies.
- We heard from Frank at the Poker Room. He confirmed that we will have 7 days in the second half of the year. He is still working on the dates.
- We have created a Nominating Team to help put the word out that we are looking for board members in September.
- National Library Week is April 13<sup>th</sup>-19<sup>th</sup>. We will be providing a treat to the library for staff appreciation (up to \$200.00).
- Lynn Blume will be ordering postcards for membership renewals (up to \$200.00).
- Our upcoming events
  - Community Oven Fundraiser: March 31<sup>st</sup>
  - Next Board Meeting: April 9<sup>th</sup>
  - Spring Book Sale: June 4<sup>th</sup>-7<sup>th</sup> (Wed. - Sat.)
  - Fall Book Sale: November 12<sup>th</sup> – 15<sup>th</sup> (Wed. – Sat.)

**H. Acceptance of Donations** - \$76 Mark moved, Sharon seconded AIF motion carried.

**I. Summary of Decisions Made** - officers elected, luncheon approved, donations accepted.

**J. Next Meeting** – Wednesday 4/30/2014

**K. Adjournment** 8:18 p.m. Mark moved, Sharon seconded AIF motion carried.