

Library Trustees Meeting Minutes

August 10, 2015



Present: Kirsten Much, Ellen Cady, Alissa Smith, Erik Volk, Anne Hatch, Deb Orelup

Absent: Nichole Wolfgang, Diane Kreis

Meeting began at 7:15 PM.

An additional agenda item was added as requested by Erik regarding the purchase of the new copier/scanner.

Submission of Resignation

- Deb Orelup tendered her resignation which will be effective when a replacement is found. She reminded us that her desire to resign her position was communicated in the past but she feels this is the best time to do so. The Board thanked her for her service and will actively pursue the seating of a new Trustee as soon as possible.

Secretary's Report:

- Kirsten motioned to approve the minutes from last meeting with the minor corrections supplied by the Trustees. Deb seconded the motion

Action Items Update:

- Kirsten reported that she had received no response from the State Fire Marshall's office but had done some research and provided a summary of rules per the National Fire Protection Association's ordinances. According to these ordinances, we are only officially required to have two exits and therefore would still be in compliance if the old entry door was blocked so that we could place the new bookshelf there. Concerns were voiced that the illuminated EXIT sign would still be there. Anne indicated she would check with Rural Edge about taking the sign down.
- Erik provided the final Library job description which was signed by all Trustees present. The document was provided to Anne to hold until Diane and Nichole could also sign it.
- Anne reported that we had started to receive checks from the Annual Appeal but had also had a fair number of letters returned from the Post Office as undeliverable and/or unforwardable.
- Anne reported that after checking with Nancy Spencer that it was confirmed that Annual Appeal contributions are tax deductible as long as a receipt is provided acknowledging the gift and the amount. Ellen and Kirsten volunteered to help with the Thank You notes/receipts. Ellen will write the first round of Thank You notes for the contributions received to date. Ellen will get the needed notecards from Anne.
- Anne indicated that we had extra folded Annual Appeal letters. We will hold on to these and perhaps stick them in bags of books from the Book Sale.
- Erik came in an hour early today to assist as requested. Trustees will continue to do this as they are able.
- We were not able to confirm date(s) for a Trustee Brunch at Artesano. The brunch will be tabled and postponed until we can confirm further details.
- Erik reported on his review of Kirsten's research for the selection of a copier/scanner. Kirsten had narrowed it down to either the Canon or the Brother. Erik recommended the Canon ImageCLASS MF4890dw based on his analysis and discussion followed regarding the copier's features and capabilities. The Trustees were satisfied with the selection and Anne will ask Friends if she can purchase it with Friends funds.

Librarian Report

- Anne provided a printed Library. Please refer to that report for more details. Highlights of key discussion points are below:
 - Has been actively working on book selection for the CLIF Grant. This has been a very time-intensive process involving lots of analysis and research. Unfortunately, there are not a lot of selections for kid's non-fiction books for the topics we need.
 - Paul Berlejung has stepped down as Chair of the Recreation Committee. We are not sure yet what new leadership will bring or the impact of co-sponsored events.
 - The DOL day-long one person library workshop was not as interactive as Ann had hoped as there was not much time for interaction with other attendees.
 - Stats continue to demonstrate the Library is very active. Anne provided a new breakdown showing top most circulated items.
- Anne indicated that it continues to be a time challenge to manage volunteers as it takes a while to prepare adequate instructions and to validate, correct or complete assignments done by volunteers. She emphasized she is very thankful for the volunteers but wanted to alert the Board that there is significant time involved in volunteer management.
- Due in part to the volunteer challenges above and with Susan Gordon's absence, she is not comfortable continuing with Saturdays due to the lack of one or two dedicated volunteers to handle the front desk functions consistently on Saturday. The Trustees agreed and decided that the Library would be closed on Saturdays with the intention of re-opening on Saturdays next summer. Possibly, we might open on Saturdays sooner than that if Susan is available and/or if appropriate volunteers could be found.

Librarian Wage and Annual Job Evaluation

- Discussion ensued about the upcoming wage evaluation. Some Trustees provided their completed evaluation forms to Alissa in Nichole's absence.
- Anne reminded the Board about the time involved in having a Library that provides the various programs and resources we currently offer and that it continues to be a challenge to stay within the allotted hours. She also wanted to remind us that she would like clearer direction about what the goals and vision for the Library is. That vision should be taken into account when deciding on salary and salary increases.
- The Board commended Anne on her work which has been exceptional and emphasized that we would love to provide her with a higher salary but budgetary restrictions and the economic environment of our town restrict our ability to continue to change the salary significantly.
- Anne requested that she would like at a minimum a living wage increase which is believed to be 2.9%. Trustees agreed this was acceptable although no official vote was taken. Trustee input will be combined and used when conducting the Librarian job evaluation. The job evaluation is still to be scheduled and will be conducted by Nichole and hopefully a second Trustee to be determined.

Meeting Adjourned at approximately 10:15 PM (?)

Action Items (To be reported at next meeting)

Anne	Follow up with Rural Edge regarding removal of Exit signs
Ellen	Write out Thank You Notes/Receipts for Appeal funds received noting amount of contribution.
Anne	Will ask friends about purchase of copier.
Alissa	Will forward completed Trustee evaluation forms to Nichole.