

Library Trustee Meeting

Tuesday, May 9, 2017

Meeting called to order at 5:59 PM

Trustees Present: Jane Ramsay, Pam Coburn, Paul Eldridge, Duncan McNeish, Ann Butler, Jim McFarlin, Betty Strader

Absent with Notice:

Others Present: Erin Apostolos (director), Christopher Leland (assistant director), Matthew Gunby (head of circulation)

- I. Secretary's Report-approve minutes of April 11, 2017.
 - a. **Motion to accept minutes as written made by Paul seconded by Pam. Motion carries unanimously.**
 - b. Sign previous minutes.

- II. Treasurer's Report
 - a. Market Value: \$863,011.82
 - b. **Motion to accept Treasurer's Report as written made by Paul Eldridge, seconded by Pam Coburn. Motion carries unanimously.**

- III. Library Director's Report
 - a. **Betty Strader will take part in time capsule project with Erin Apostolos.**

- IV. Old Business
 - a. Bylaw Review: Have bylaws reflect actual practices of Board of Trustees.
 - Secretarial duties. Should be a secretary officer position.
 - Secretary as chair of nominating committee suggested.
 - Creating scribe position outside of officers to maintain minutes.
 - Trustee should be responsible for all duties, but they may delegate work to a bookkeeper or scribe as deemed appropriate.
 - Term limits for officer positions. Remove necessity for term limits? Ways to add flexibility. Have officer positions on every even year?
 - Encourage trustees to attend workshops instead of mandating.
 - Policy updates as needed instead of every other year.
 - Should the Board have the option to appoint a treasurer who is not a trustee, if no one on the Board is interested in this position?
 1. Non-paid treasurer: Are they covered under the town's insurance.
 2. **Duncan McNeish and Erin Apostolos will discuss this with Brenda Vittner at the town office.**
 3. Having bookkeeper to cover some of the role of treasurer as a possibility.
 4. Should not have non-trustee as head of budget committee.

- **Erin Apostolos will redraft bylaw revisions and send along to vice chair (to be determined, see below)**
- b. Advisory Committee Update
 - 5 members at large. 1 alternate.
 - Define scope of committee: feasibility in this building along with peripheral properties.
 - Committee will determine costs for updating building to meet various codes.
 - Some committee members may have bias to remain in current facility, but will be presented with facts and looked to for innovative solutions to make current facility work.
 - Time limit set to October 1st for completion of the committee. Natural lead into CIP and Budget Committee Meetings.
 - Ray Moritz suggested Andy Lane to be chair of committee, Ed Touhey to be secretary.
 - Potentially weekly meetings initially, or at least bi-weekly.

V. New Business

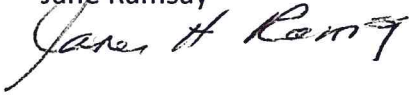
- a. Vote on Vice Chair-Duncan as nominating chair.
 - **Motion made to nominate Jane Ramsay as Vice Chair by Paul Eldridge, seconded by Pam Coburn. Motion carries unanimously.**
- b. Policy Committee needs to meet-Review Exhibit and ILL Policy
 - **Erin Apostolos will set up meeting with Ann Butler and Jane Ramsay for June.**
- c. New Trustee alternates.
 - Bring potential names to next meeting.
- d. Long Range Plan/Building Maintenance Plan
 - 2018-2021.
 - Special meeting to go over Goal 9 and any other pertinent parts of the long range plan. Ann will set this meeting.
- e. Investment Policy: 2014 signed policy versus current reality of investments.
 - **Duncan McNeish will get a copy of the Investment Management document signed by trustees to Erin Apostolos who will scan it and send it to the trustees.**
 - Betty Strader will provide the information on current investments versus stated investment policy prior to the June meeting.
- f. Kay is retiring. Thurs May 25th is her last day. Would like to close at 4PM on Friday May 26 for her party. **Motion to close one hour early Friday May 26th and allow Erin Apostolos to expend not to exceed \$200 made by Pam Coburn. The funds will be taken from the line item from volunteer tea to staff meeting. Seconded by Paul Eldridge. Motion carries unanimously.**
- g. Other Business
- h. Perpetual calendar. Email Ann Butler with desired changes.

- i. Ann Butler will send out Erin Apostolos's evaluation to the trustees.
- j. Read over motions and actions


VI. Adjournment--Next meeting: Tuesday, June 13, 6:00PM
Motion to adjourn made by Duncan McNeish, seconded by Jim McFarlin.

Respectfully submitted by Matthew Gunby

Jané Ramsay



Pam Coburn



Paul Eldridge

Duncan McNeish



Ann Butler

Jim McFarlin



Betty Strader

