

Library Trustee Meeting
Tuesday, December 10, 2019, 6:00PM

Trustees Present: Betty Strader, Ann Butler, Virginia Lovett, Sarah Johnson

Absent with Notice: Paul Eldridge, Lisa Garcia

Others Present: Maggie Croes (alternate, voting for Paul Eldridge), Christopher Leland (assistant director), Matthew Gunby (head of circulation), Joyce Alcombrack (library assistant)

- I. Joyce Alcombrack: description of duties. Primarily adult services, but also covers desk shifts (apx. 4 hours/week) on children's desk. Circulation, cataloging special projects (series labels, several sections switched over to BISAC), review and proof-read newsletters and other documents, repair of AV materials (cd/dvd cases), obituary project.
- II. Meredith Library Fund Update: Almost reached \$625,000. Wrapping at Innisfree. Three Saturdays in December.
- III. Secretary's Report-approve minutes of November 12. Sign previous minutes.
Motion to approve minutes from November 12 as written made by Betty Strader, seconded by Sarah Johnson. Motion carries. Virginia Lovett abstains.
- IV. Treasurer's Report
 - a. Total investment funds \$928,080.
- V. Library Director's Report
 - a. Milestone researching cost of heated sidewalk (believed to be prohibitive).
 - b. Ideas for staff recognition. Matthew Gunby will mention this at staff meeting 12-17.
- VI. Old Business
 - a. Building Subcommittee Report
 - i Library budget and project budget were presented to the Select Board at their last meeting. Guaranteed maximum price set to just under \$5 million. Electrical engineers in to discuss lighting in the building. Height for circulation desk to provide for all staff and patron needs. Working on redesign of children's room. Front handicapped exit redesigned to allow for more gradual incline. Walkthrough of every

room and around building to discuss all changes will take place.
Schedule meeting between historical preservationist and architect.

- b. Advocacy Subcommittee Report: have not met.
- c. State of the Library Subcommittee: no report at this time.

VII. New Business

- a. Friends update
- b. Perpetual Calendar

December

Library Budget for Upcoming Year Presented to the BOS

January

Review of Investment and Spending Policies and Review Current Investment. Table visit from investment consultant until February.

Review of Annual Trust Statement

Budget Process Update

Library Circulation, Inventory and Service to Patrons Report

Review of Mission Statement and Goals (Building, Tech, Long Range)

Get Annual CIP Schedule

Annual State of the Library Program (Feb. 29): Ginny Lovett will send posting for Hesky Park. Chris Leland will check on status of signage at McDonald's.

Bond Hearing: February 3rd and February 10th (if necessary).

- c. Other Business? Read over motions and actions
- d. Adjournment—Next regular meeting: Tuesday, January 14, 2020
 - i Meeting adjourned at 6:46 PM.

Betty Strader

Ann Butler

Virginia Lovett

Sarah Johnson

Margaret Croes