

Trustee Meeting
August 10, 2010

The meeting was called to order at: 6:03 PM.

In Attendance: Paul Eldridge, Duncan McNeish, Rhetta Colon, Victoria Carty, Ann Butler, Laurie Brothers, Maribeth McEwan, Erin Apostolos and Judy Hodges.

Secretary's Report:

Duncan made a motion to approve the minutes of the June 8th Meeting, Ann seconded it, and the motion was passed to accept the minutes as written.

Treasurer's Report:

Duncan explained his report for the expenditures from the accounts.

Library Director's Report:

E-mail issues/e-mail retention policy:

Phil sent a request that no Library Employee was to delete their email without the permission from his office. Ann will speak with Terry Knowles and ask for legal advice regarding Library Email Policies. Paul will find out before our next meeting what is the best way to handle this policy by discussing it with the Town Government Center.

Lakes Region Reads Update

Erin presented the brochure for the autumn reading program.

Painting Estimates:

Paul Barden of "Renovations by Paul" submitted a good solid bid to repair and repaint the walls that were marred during the installation of the chair lifts. Vickie made a motion to accept this proposal and Laurie seconded the motion and it passed unanimously.

ILS Update:

The Integrated Library System proposal by TLC Company was introduced to the Trustees. There were more questions as to the cost of the system over a 5 year period, and the Trustees asked Erin for a breakdown at the next meeting.

Chair Lift Service Agreement:

A two year agreement has been planed for the two chair lifts at the cost of \$1232.00, for the next two years. Rhetta made a motion to accept this proposal and Duncan seconded it. The Trustees unanimously approved the cost of this service.

Survey Results:

Comments about the staff are very positive from the survey we have been running at the Library. Seating space and parking are the major negatives at the Library.

Labor Law-Personnel Policy, Personnel Files, etc.:

The Department of Labor recommended that we not rewrite the Personnel Policy or Personnel Files Policy. However, Erin, Judy and the Trustees feel the Trustees should have access to these files. Paul will speak with Phil about this issue.

New Business**Update on Nic Fund:**

Monies from the Nichiporuk Fund have been moved into the RBC Wealth Management Fund. There may be a small check from interest on these funds, later on and those will be deposited into the Library Checking Account.

Acceptance of Monies from Trustees of the Trust Funds:

Duncan moved to accept monies from the Trust Funds to be used as the Trustees see fit. Laurie seconded the motion and it passed unanimously. Duncan will write a letter to the Trustees of the Trust Funds and deposit the funds into the checking account for the Library.

Jessie Ahlgren's request for course funding:

Erin asked on behalf of Jessie, for assistance for her course in "Learning Resources". She asked for \$914.00 to be granted as Jessie does not plan to take any courses next year. The total cost of this course is \$1414.00. Altrusa has already granted her \$500.00 toward this course. A motion was made by Duncan to accept and was seconded by Rhetta. During the conversation about this cost, it was brought to the attention of the Trustees that the Library only pays for half of the total cost of a course per year.

An amended motion was made by Laurie to grant Jessie \$707.00 for her course and this was seconded by Rhetta, and approved unanimously.

Paul Eldridge Meeting with Phil:

Paul spoke to Phil about the mail problems experienced by the Library and the town. Erin reported that they seemed to be resolved.

Rhetta, Ann, Paul-meeting with Brenda:

Brenda stated that she will be happy to handle all bill paying for the Library. She agreed to send weekly updates to Erin. This has not happened as of yet, so Ann will go and speak with her and ask that weekly reports also be sent to her.

CIP meeting:

Paul, Ann, Erin and Maribeth attended the CIP meeting and explained what we are looking for and hoping for with the purchase of the church. Currently we are getting information ready to present to the next CIP meeting that we are asked to attend.

Formation of Budget Committee:

A Budget Committee was formed. The Trustees appointed Duncan, Ann, Erin and Judy.

Trustee Workshops-Ann Butler:

Ann and Erin will be attending the workshop on “Dollars and Sense” on September 9th.

Old Business:

Baptist Church Update:

Paul got an email from Errol that an appraisal has been done on the church, but that the Elders of the Church have not decided on an asking price. He said he would get back to Paul soon.

Alternates-Ann Butler:

This was tabled until the next meeting.

Paul made a motion to adjourn the meeting. Rhetta seconded the motion and the meeting was adjourned at 7:40 PM.

Respectfully submitted.

Maribeth J. McEwan
Secretary, Library Board of Trustees