

Board of Library Trustees

Meeting Minutes 5-14-18

Attendees:

Susan Morse, Chair

Megan Campbell, Co-Chair

Sarah Caouette, Secretary

Elizabeth Morrison, Library Director

Lynette Sherman, of *Friends*

Phyllis Hayward

Meeting was brought to order at 6:07 pm on April 09, 2018. **Motion was made and passed to approve the April minutes.**

Treasurer's Report- *Motion made and passed to approve Treasurer's report.* Comments: Megan congratulated Phyllis on the proceeds raised during the Mother's Day plant sale (\$1,286).

Librarian's Report-

- Circs & patrons are down from the previous month, but up from last year
- Board discussed replacing the "OPEN" flag and the sandwich board. S.M. made motion to give Elizabeth the authority select and purchase these items, and M.C. seconded.
- Thank you notes to be sent to Trish & Caleb Rick for their generous donations - \$250 in memory of Elizabeth Richter for children's books & \$250 in memory of Winnie Royce. (Sarah)
- Board discussed earmarking Winnie Royce donations for commemorative/honorary purposes - S.C. gave update regarding the piece that will be written for the newsletter
- Board discussed making sure parks/museum passes are advertised well this season to encourage more patrons/families using them
- Lynette hired for the part-time cleaning position. Welcome Lynette!
- Toni & Elizabeth are considering participating in the Memorial Day parade - - Toni suggested having local kids decorate their bicycles
- Elizabeth will be attending the VLA Conference on Friday, May 18 8am-5:15pm
- Board discussed possibilities for next year's Spring Speaker Series and some of the overall feedback from patrons,
 - Spreading out the scheduling of events
 - Selecting lectures/talks earlier (perhaps Fall?)
 - Length of talks

Old Business-

- Board members reviewed logos from other libraries and discussed particular aspects of each design. Elizabeth will start a folder of logos that board members can share to. Next meeting board will review logos from folder and start brainstorming a new logo for the library. Heidi Allen-Goodrich offered to help with vector once a design is created.
- Upcoming Events at the Library:
 - June 8th-July 20th, Farmer's Market Activities/Summer Reading Program, "Libraries Rock" (Finale July 20th, Pie Walk)
 - Book Sale, Flea Market Day (July 14th)
 - Bernard Lambel will give presentation on his book, Uncivil Liberties (Thursday, August 23rd @ 7pm - Town Hall)
 - Benefit Concert Saturday, August 25th (Day of Arts Festival, Town Hall)
 - October 13th, Friends event - Harry Potter Mystery Dinner

New Business-

- Board discussed the Chelsea School Media Specialist position available on School Spring- and whether to combine Youth Coordinator position. More information is needed to make assessment, RE: how many hours/days, roles & responsibilities etc. Board decided to go ahead with advertising the Youth Coordinator position to stay within hiring timeline. Thursday, May 24th the Board will meet to review applications that have come in. Susan will design ad for the position. Sarah will post to local listservs & Indeed. Elizabeth advertised on VLA site...
- Board discussed subbing policy and made necessary updates that align with E.M. overseeing scheduling. Written requests for time-off need to be submitted to E.M. 2 weeks before the end of the month, for scheduling the next month. Emergency contact is E.M. If E.M. is not available, the Youth Coordinator would handle scheduling matters.
- E.M. will reach out to the school regarding their process for background checks. Though not mandated by the State, the Board feels that background checks should be required for all employees of the library. Library will cover the fee. Verbiage should also be included regarding any convictions occurring after the hiring process- that employees are required to notify the Board.
- S.C. proposed possibly using the library/Town Hall for an Arts Collective auction. Discussed insurance and other related policies.
- E.M. & Board discussed Farmer's Market coverage during Summer Program- E.M. will be paid for ____ extra hours
- E.M. will attend Friends' meetings as her role as a Director, and will be paid for that time
- E.M. and board discussed supervisory roles. E.M. will oversee and train Youth Coordinator regarding day-to-day operations of the library. The Board will oversee Youth Coordinator regarding Children's programming. E.M. and Board discussed potential gray-area scenarios - E.M. defaults to Board?

- EXECUTIVE SESSION -

Adjourned 8:40pm