

Sharon Public Library Board of Trustees
Regular Session
December 18, 2013

Attendance:

Trustees: Bob Levin, Jackie Modiste, Alyssa Wiener Rosenbaum, Carolyn Weeks, Cheryl Weinstein

Library Staff: Lee Ann Amend (Library Director)

The meeting was called to order at 7:30 p.m. by Alyssa Rosenbaum.

Minutes

MOTION: Cheryl moved and Carolyn seconded a motion to approve the revised minutes of the November 18, 2013 regular meeting. The motion passed unanimously.

Treasurer's Report

Eastern Bank Account:	\$ 1,582.58	spent 247.24 for development day staff lunch
MMD Account:	\$ 8,582.16	

MOTION: Alyssa moved and Carolyn seconded a motion to approve \$51 to add to the amount spent for the luncheon. The motion passed unanimously.

Friends

Friends approved all sorts of requests from Lee Ann.

Reports

Budget - We are running ahead, underspent by \$20,000 due to employee positions not full. Very good shape on budget.

Materials - will see a big change because laptops and technology will come out of that.

Director's Report

Planning and Design Grant almost done. We don't have a certified purchasing agent under state guidelines (town doesn't have one.) Can use Ben or Bill.

MOTION: Bob moved and Carolyn seconded a motion to authorize the expenditure of \$400 for Richards Bros to do the appropriate wiring for the new copy machine and for the funds to come from state aid. The motion passed unanimously.

Annual report - Lee Ann wants to change it to have more detail about our services. Ben has given Lee Ann permission to do that. We can ask if the annual report can have an old picture of the library. Centennial committee will discuss with Lee Ann.

Moving main circulation duties upstairs to the main desk. Fines will remain at each desk.

Downstairs will handle all their own selection and ordering.

Library Card Policy - Lee Ann will change the first line to say something like library cards are issued free of charge to any person with proper identification.

MOTION: Alyssa moved and Carolyn seconded a motion that the new library card policy as corrected be approved with a review to be held in 6 months. The motion passed unanimously.

Palladium windows - Lee Ann has written a grant for CPA funds. Lee Ann will attend CPC meeting. Capital Outlay would prefer the money comes from CPA funds.

Front doors - Joe put in some insulation and we need more.

Lee Ann will hire someone temporarily for Lucy's maternity leave.

Children's desk is going to be moved to be more efficient. Will be moving the different areas around and reorganizing the children's room.

Jo's office will be done by the end of Jan then new copy machine will come.

Newsletter will now be emailed and will have copies in the library.

Trustee Items:

Director at Town Meetings - Lee Ann will let all of us know what town meetings she is attending and Alyssa will make sure someone can go.

Centennial - Using the Southeastern Regional Technical High School for designing and printing banner and for printing displays. Will save a lot of money. January items - book, film, display, and banner are all in progress.

By-laws and timeline at next meeting. Trustees should review by-laws on-line and come to the next meeting ready to discuss.

Homework help - starting to discuss if we can do something with having a homework help program.

Action Item Update

March 20th Meeting:

- Bob: Check with Wimpy Kids author to see if he can do something for the Friends as a money maker. Bob has discovered that the author is too busy.

October 2 Meeting:

Bob - put together a centennial grant proposal for Eastern Bank and send it in - \$3,500.
Bob has written it, waiting for a call back from their grants manager as to proper way to submit it.

November 18 Meeting:

Trustees: Invite foundation to February meeting. Feb 26th will be at the next meeting.
The meeting will start at 7:00. Alyssa sent an email to them.

Next Meeting: Jan 15th 7:30

MOTION: Bob moved at 9 p.m. and Alyssa seconded the motion to adjourn for the evening.
The motion was unanimously approved.

Action Items Summary

Ongoing:

- Trustees: Review timeline

June 19 Meeting:

Trustees: End of fiscal year action item: look at book usage and pass usage for the past 5 years.

All trustees: Review the trustee calendar and update where you can

August 21 Meeting

All - review bylaws and Cheryl's suggestions. Be prepared to discuss next meeting.
Cheryl - merge old and new timeline.

October 2 Meeting:

Bob - put together a centennial grant proposal for Eastern Bank and send it in - \$3,500.

November 18 Meeting:

Cheryl: Send Jackie and Alyssa details of what costume pieces centennial would want.
Trustees: Invite foundation to February meeting.

December 18 Meeting:

Lee Ann: Change the first line of the library card policy to say something like library cards are issued free of charge to any person with proper identification.

All: Review new library card policy in June.

Lee Ann: Hire temp to cover for Lucy's maternity leave.

Lee Ann and Alyssa: Make sure a trustee is present at town board/committee meetings.

All: Review bylaws on-line and prepare to discuss at next meeting.

Bob: Follow up with Eastern Bank Grant for centennial.

All: Feb meeting Feb 26th at 7:00 to include Foundation members.

Respectfully submitted,

Cheryl Weinstein