

Sharon Public Library Board of Trustees  
Regular Session  
March 19, 2014

Attendance:

Trustees: Bob Levin, Jackie Modiste, Alyssa Wiener Rosenbaum, Roberta Saphire, 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.

Discussion of Lee Ann's performance.

**MOTION:** Alyssa moved and Carolyn seconded a motion to end Lee Ann's probationary period and continue employment per the contract. The motion passed unanimously.

Discussion of Lee Ann's salary and vacation.

**MOTION:** Alyssa moved and Jackie seconded a motion to vote that the salary for the director remains the same at \$77,500 while noting that she is doing a good job. The motion passed unanimously.

**MOTION:** Alyssa moved and Cheryl seconded a motion to add an addendum to the contract that notwithstanding personnel bylaws Lee Ann will receive 3 weeks vacation as of Oct 2014. The motion passed unanimously.

Alyssa will reach out to OBOT in April.

Discussion regarding signing of vouchers.

**MOTION:** Alyssa moved and Cheryl seconded a motion to confirm our position that two trustees will continue to be required to sign vouchers. The motion passed unanimously.

Discussion regarding proper trustee communications: Trustees shall not act unilaterally and may not send correspondence or take action on behalf of the board without discussion with or vote of the board. This has occurred more than once in the past and all trustees agreed that this should not happen again.

Minutes

**MOTION:** Alyssa moved and Carolyn seconded a motion to approve the minutes of the February 26, 2014 regular meeting. The motion passed unanimously.

Treasurer's Report

Eastern Bank Account:	\$ 1,647.81
MMD Account:	\$ 8,586.07

Friends

Working on booksale, town wide mailing and fundraising and grant course at Stonehill.

### **Budget**

5,418.78:+ left in encumbrance. Need to replace a pump on the furnace and this money can be used for that. Transferred 3,000 from state aid to pay for furnace.

### **Director's Report**

Sharon Historical Information Network:

**MOTION:** Bob moved and Carolyn seconded a motion to authorize closing the SHIN account to allow the town to transfer it to the reserve book account to be used appropriately. The motion passed unanimously.

Track phone -

**MOTION:** Jackie moved and Alyssa seconded a motion to approve that the custodian, Gary Kamp, receive a cell phone at the cost of \$19.99 every three months for library use only. The motion passed unanimously.

Furnace - Lee Ann contacted Paul Linehan and is trying to get a better price. Would like a new motor instead of a refitted one.

New Library Website: Would like to move to this in July. Suzanne designed the current website. Currently do not have website software that is user friendly. The current software is only accessible on two computers and you have to be html conversant. The new one is on the internet, user friendly, Only professional librarians will be posting.

**MOTION:** Cheryl moved and Jackie seconded a motion that we authorize Piper Mountain Library solutions as our new website per the contract. The motion passed unanimously.

Cheryl will send Lee Ann an update on the Centennial May function for the newsletter.

The behavior policy was edited. Regarding dogs, the policy that they may only be in the library a short time and always on a leash will be enforced.

**MOTION:** Alyssa moved and Carolyn seconded a motion to accept the Behavior Policy as amended subject to final review. The motion passed unanimously.

### **Trustee Items:**

Centennial - Work continues on the boards and the book area display.

### **Action Items Update**

February 26th Meeting:

Lee Ann: Ask the treasurers office to reclassify \$3,000 of the heating expense and take it from the state aid LIG account subject to confirmation that state aid can be used for this.

*Lee Ann confirmed that State Aid can be used.*

Lee Ann and Bob: Work on the Gift Policy. *on hold*

Lee Ann and Jackie: Attend League of Women Voters meeting. *Lee Ann will attend*

Lee Ann, Jackie, Bob: Work on handout of goals and purposes for the building grant - *in progress and will be sent to the board and then forwarded to the friends.*

Bob: Follow up with Eastern Bank in April.

Alyssa: Go to the Friend's March meeting and discuss publicity for grant warrant articles. Will have handout created by Bob, Lee Ann and Jackie. - *Alyssa didn't have enough data about what we want them to do, but they were interested.*

Next meeting April 30th, 7:30.

### **Action Items Summary**

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:

Cheryl - merge old and new timeline.

December 18 Meeting:

All: Review new library card policy in June.

January 14th meeting:

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

February 26th Meeting:

Lee Ann and Bob: Work on the Gift Policy. *on hold*

Lee Ann, Jackie, Bob: Work on handout of goals and purposes for the building grant. *in progress*

Bob: Follow up with Eastern Bank in April.

March 19th Meeting:

Alyssa - reach out to OBOT in April.

Respectfully submitted,

Cheryl Weinstein