

Sharon Public Library Board of Trustees  
Regular Session  
May 21, 2014

Attendance:

Trustees: Bob Levin, Heather Peltier, Alyssa Wiener Rosenbaum, Roberta Saphire, Carolyn Weeks, Cheryl Weinstein  
Library Staff: Lee Ann Amend (Library Director)

The meeting was called to order at 7:35 p.m. by Alyssa Rosenbaum.

Trustees welcomed a new trustee - Heather Peltier

**Minutes**

**MOTION:** Carolyn moved and Bob seconded a motion to approve the minutes of the April 30, 2014 regular meeting. The motion passed unanimously.

**Treasurer's Report**

Eastern Bank Account:	\$ 1,647.81
MMD Account:	\$ 8,588.78

**Friends**

Book Sale - made over \$9,000 on books and signed up new members, potluck in June

**Budget**

Projecting approximately \$25,000 left for salaries.

Lee Ann projects we can safely encumber about \$17,000. As of May 20 materials has \$19,000 left.

**Director's Report**

Friends request for space in the Local History Room - We support the idea but we currently have no space and as part of the design grant we would allocate room for the Friends. The history room is allocated for the library historical records and cannot be used for anything else. Location is also not appropriate due to community room needs.

Personnel Board Meeting - Lee Ann is going to ask for permission to work with the old job description and will work on changing it from there.

Grievance Update - Bob looked at SEU contract. The Contract specifies that full-time employees may or may not receive the maternity benefits. We will wait to see what action is taken.

Big Hearted Books - No place for such a large bin which a truck needs to come up to.

**MOTON:** Bob moved and Carolyn seconded a motion that the library not allow the placement of an external book drop box for any organization on the property. The motion passed unanimously.

Computer Replacements: Lee Ann would like to encumber \$10,000 for computers. This would go towards computers and tables. Computer carrels are at least 9 years old. Heather asked about donations of computer items. Lee Ann said the town has contracts with companies where things can be inexpensive. Donations are difficult - people may not want to donate new items.

**Motion:** Bob moved and Alyssa seconded a motion that the board authorizes the director to encumber the sum of up to \$12,000 for computer and tables for use with current technology. The motion passed unanimously.

At the staff meeting last week the staff discussed situations that had come up regarding a couple of patrons. Susan Edinger, the Town's social worker, is going to come to the next staff meeting to talk about how to handle difficult patrons.

There will be a wedding at the library. Outside June 9th 3:30 in the afternoon.

### **Trustee Items:**

Community Room Staffing Policy - Staff is interested in being put on a rotation and being given the opportunity to open and close a program. People will not know who the staff member will be on the rotation. This should be a staff benefit. Patrons would pay for this with checks made out to the SPL deposited to a special revenue fund. We would quote the highest rate and it could be less. The cost needs further thought. Friends can be an exception. The policy will be reviewed and re-presented.

Centennial - The rededication for the building will take place on September 17th at 5:30. All trustees should try to attend.

**Next meeting** - June 18th - 7:30.

**MOTION:** Bob moved at 9:00 and Carolyn seconded the motion to adjourn for the evening. The motion was unanimously approved.

### **Action Items Update**

February 26th Meeting:

Bob: Follow up with Eastern Bank in April re the Centennial - *They are not giving us a grant because we do not qualify as a non profit.*

March 19th Meeting:

*Alyssa - reach out to OBOT in April. - Abigail and the chairs of OBOT and Alyssa met - They have a successful committee and feel it works well. The Friends have a separate account for them and they manage it. Alyssa would like them to come to a Trustees meeting to talk about the program.*

### **Action Items Summary**

June 19, 2014 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, 2013 Meeting:

Cheryl - merge old and new timeline.

December 18, 2013 Meeting:

All: Review new library card policy in June.

January 14, 2014 meeting:

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

May 21, 2014 Meeting:

Lee Ann - Review and propose updates to the community room staffing policy.

Respectfully submitted,

Cheryl Weinstein