

Sharon Public Library Board of Trustees
Regular Session
August 20, 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 Bob Levin

Minutes

MOTION: Carolyn moved and Roberta seconded a motion to approve the minutes of the June 18, 2014 regular meeting. The motion passed unanimously.

Treasurer's Report

Eastern Bank Account:	\$ 1,748.37
MMD Account:	\$ 8,592.53

Friends

Working on fund raising.

Budget

July budget - Ground Maintenance - sign repair occurred.

Director's Report

Planning and Design Workshop - designed for people who didn't get funded in the last round. 8 towns not funded. Even though we didn't get money for a study doesn't mean we are ineligible for a building grant. We still have the same issues of space, 20 year expansion, parking, etc. if we rebuild or renovate on site. Nov town meeting we are requesting that the town meeting allow us to use the \$25,000 for a study. We need to be patient and keep working at it.

Quick Books - will be changing a lot of the reporting.

Staff Development Training -

MOTION: Carolyn moved and Alyssa seconded a motion to allocate \$250 for lunch for the staff training. The motion passed unanimously.

Volunteer appreciation day - Alyssa wanted to know if help is required. Waiting to see more about what the musical people are doing.

Staff Development and Reorg - Lee Ann wants each department to write down what they need and thoroughly think about it. Lee Ann will do this at least once a year for now.

Technology update: We aren't doing self checkout right now. OCLN's program is not as user friendly as it should be. There is going to be a new OCLN program and Lee Ann will try that out. Monday is the big date for the switchover. Technology took a \$2,000 hit because we needed a new server. Comments so far is that people like the new desks. Increasing two more computers. Will have 4 laptops and 4 desktops.

Palladium Windows: Lee Ann has a meeting in Sep with Historical Commission.

Rotary Club - question on whether we can put a patio on the section of lawn where the tables and chairs are now. Could be block and sand if it is over the reserve area of the septic.

Director's Contract: 3 items: Health Benefits, Vacation, Eye glass

Will be renewing the October contract. Additions/clarifications:

1. Add a paragraph for vacation that clarifies Lee Ann's 3 weeks of vacation
2. Add a paragraph for other benefits the employee (Lee Ann) is entitled to receive: 1) Eyeglass benefit for up to \$250 every two years. 2) \$100 annually for a gym membership.

MOTION: Alyssa moved and Carolyn seconded a motion to allow the existing contract to expire and to replace it with a new agreement with a starting date of Oct 7, 2014. The motion passed unanimously.

Trustee Items:

Centennial Report - Expenses to date: 321.75. SquareJam - Great coverage and exposure.

Next meeting - September 17 - 7:30.

MOTION: Alyssa moved at 8:50 and Carolyn seconded the motion to adjourn for the evening. The motion was unanimously approved.

Action Items Update

June 19, 2014 Meeting:

Trustees: End of fiscal year action item: look at book usage and pass usage for the past 5 years. *Completed, Once a year Lee Ann will present the ARIS report in lieu of this. Lee Ann will do one for September. Ebooks lending is growing and kindles are being checked out.*

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

August 21, 2013 Meeting:

Cheryl - merge old and new timeline.

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.

December 18, 2013 Meeting:

All: Review new library card policy in June.

June 18, 2014 Meeting:

Lee Ann - Check on contracted services that used to be under revolving accounts.

Completed - Line item that is used for Bibliotemps

Lee Ann and Alyssa - Place an article for town meeting warrant for reallocation of \$25,000. *Completed.*

Lee Ann - Create the assistant director job description

Trustees - Attend Sep 17th rededication at 5:30.

Cheryl - Send google doc instructions again. *Completed.*

Action Items Summary

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Lee Ann - Create the new assistant director job description.

Trustees - Attend Sep 17th rededication at 5:30.

August 20, 2014 Meeting:

Alyssa - Update Lee Ann's employment contract.

Lee Ann - create an ARIS report for the September meeting.

Respectfully submitted,

Cheryl Weinstein