

Sharon Public Library Board of Trustees
Regular Session
February 25, 2015

Attendance:

Trustees: Bob Levin, Heather Peltier, Alyssa Wiener Rosenbaum, Carolyn Weeks, Cheryl Weinstein

Library Staff: Lee Ann Amend (Library Director)

The meeting was called to order at 7:40 p.m. by Alyssa.

Minutes

MOTION: Alyssa moved and Carolyn seconded a motion to approve the minutes of the December 17, 2014 and January 21, 2015 regular meetings. The motion passed unanimously.

Treasurer's Report

| | |
|--|-------------|
| Eastern Bank Account: | \$ 1,051.37 |
| Activity - \$5,000 check to Kneeland Roofing, Check to Alyssa for development day. | |
| MMDT Account: | \$ 3,599.11 |

Friends

Working on Downton Abbey tea. Working on book sale.

Budget

Postage is now accurate in the budget column.

Director's Report

An air conditioner was damaged by the snow removal. Lee Ann will request remediation. Roofing person will reprimand every crew member for the fallen shovel incident.

Carpet request amount is approx \$56,000 for the whole library.

New desk for children's services - Bob suggested seeing if the town has something and Heather suggested ynnp non-profit list serve could look for a filing cabinet or something there too. Heather will look into that.

Position search - Lucy has applied. Lee Ann is getting applications.

Trustee Items:

Lee Ann's review -

MOTION: Bob moved and Cheryl seconded a motion to accept the director's review which includes a provision for a 2% pay increase beginning July 1, 2015. The motion passed unanimously.

MOTION: Bob moved and Cheryl seconded a motion to authorize the chair to contact Cynthia Doherty, the finance director for the town of Sharon, to determine what contract changes or amendments she is requesting and to have the chair amend the contract to her satisfaction. The motion passed unanimously.

Alyssa will send a communication to the personnel board that the board has taken the vote and approved the 2% raise.

Next meeting - March 18, 2015 - 7:30.

MOTION: Bob moved and Cheryl seconded a motion at 8:50 to adjourn for the evening. The motion was unanimously approved.

Action Items Update

November 19, 2014 Meeting:

Alyssa - Meet with Fred Turkington to clarify the payment of staff when the library is closed. *Met to discuss other things this is resolved as custodians are doing this.*

December 17, 2014 Meeting:

Lee Ann - Find out the after hours rate from DPW. *Depends on who covers.*

Cheryl - bring 6 copies of the bylaws to the Feb meeting. *Bylaws were reviewed. Cheryl will look up MBLC replacement of trustee rules and bring back for next meeting.*

Action Items Summary

December, 2014:

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

June 18, 2014 Meeting:

Lee Ann - Create the new assistant director job description.

December 17, 2014 Meeting:

Lee Ann - discuss with Meghan if the Union can grieve the custodian doing the community room after hours work.

February 25, 2015::

Lee Ann - Request remediation for air conditioner.

Heather - Find out if the list serve has any furniture that we need.

Alyssa - Send a communication to the personnel board that the board has taken the vote and approved the 2% raise.

Cheryl - Bylaws - look up MBLC replacement of trustee rules and bring back for next meeting.

Respectfully submitted,

Cheryl Weinstein