

Sharon Public Library Board of Trustees

Regular Session

June 17, 2015

Attendance:

Trustees: Bob Levin, 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 by Cheryl.

Minutes

MOTION: Bob moved and Carolyn seconded a motion to approve the minutes of the May 20, 2015 as corrected. The motion passed unanimously.

Treasurer's Report

- Eastern Bank Account: \$ 1,051.37
- MMDT Account: \$ 3,601.51

The bank has not make the signatory changes as yet. They are waiting for "corporate."

Friends

Mini golf program planned for Fri and Sat

Budget

Will have encumbrances. Maybe pick up technology items. Will be able to handle snow removal in our budget

Director's Report

Medicine Grant is a federal grant.

Building Program Update: Heard from attorney - there are a few things she wants to edit such as the cost estimation. Contract is not set yet.

Bid for carpeting all posted and approved by Fred.

Tween Section programming - \$37,500 in requests for computers etc. Lee Ann will keep track so don't go over our remaining balance.

Long range plan: has more emphasis on programming, services, materials. Lee Ann and department heads would do bulk of the work. Deb Hoadley would mostly facilitate meetings. Lee Ann can do survey, collect data, analyze.

MOTION: Bob moved and Carolyn seconded a motion to enter into a contract with Deb Hoadley for consulting services relative to our long term plan for an amount not to exceed \$1500. The motion passed unanimously.

Homebound Policy: Discussion of interlibrary loan materials. Lee Ann will bring back to staff to discuss. Really no difference which library the book is from.

Volunteers: Must be cori'd. Will they be indemnified by the town? They will be doing library business, what happens if they are in an accident. Lee Ann was told that these volunteers would be under the same policy as tax write-off workers who deliver. What criminal liability if a volunteer harms someone. Lee Ann will check with insurance. Fred gave permission. Remove Karen Mafera's name. Name of the program will be Library on Wheels.

Committees:

Discussion on committees.

MOTION: Cheryl moved and Alyssa seconded a motion to remove the library facilities committee, to replace Alyssa with Cheryl on library services committee and the other committees will remain the same. The motion passed unanimously.

Next meeting – July 15, 2015 - 7:30. No meeting in August.

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

Action Items Update

May 20, 2015

- Lee Ann to reach out to Deb Hoadley for physical quote for consulting services
COMPLETE
- Roberta will begin the process of transferring the treasurer position with the bank to Carolyn *The bank is doing the paperwork. Roberta will follow up.*
- Lee Ann to send new board to Mickey and Webmaster and copy Heather *COMPLETE*
- Cheryl to reach out to the Priorities Committee to ensure Trustees are on the email list for meetings. *The Priorities Committee is a misnomer at this time. They focus on setting the tax rates and boards and committees do not usually participate in this. (complete)*

Action Items Summary

March 18, 2015

- All - Review the assistant director job description and continue tweaking.

May 20, 2015

- Roberta - follow up with the bank and ensure the paperwork has been processed for the transfer to Carolyn as treasurer.
- Lee Ann - Library on Wheel Policy - Remove Karen Mafera's name. Discuss interlibrary loan with staff. Check with insurance.

Respectfully submitted,

Cheryl Weinstein