

January 16, 2019  
Sharon Public Library Board of Trustees  
Regular Session

Attendance:

Trustees: Carolyn Weeks, Cheryl Weinstein, Bob Levin, Wendy MacArthur, Andrew Hyland  
Library Director, Lee Ann Amend

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The meeting was called to order by Cheryl at 7:05 Pm

Minutes:

- Carolyn moved to approve the December minutes. Wendy seconded. Passed unanimously.

Treasurer's Report

- Eastern Bank Account: \$ 971.37
- MMDT Account: \$1,915.48

Friends Report

The Friends discussed a donation to the Foundation. They are thinking of \$10,000.

Budget

- Reviewed by Board, on track

Foundation :

The Foundation is turning their focus to the vote. They are working on a page to include in the library's mailing. Trustees decided to create a page from the trustees about the new library and have something from the Foundation in their page. Cheryl will work on this, review with Foundation, then send to Trustees.

Director's Report:

Moisture damaged walls have been repaired, Water sensors being installed.

Tom Houston will be at the meeting on the 23rd. All were in favor of paying half the money until the report is completed.

**Motion:** Bob moved to release half the money to Tom Houston. Wendy seconded. Approved unanimously.

We can talk to Tom about it at the meeting.

Annual report and warrant articles were submitted.

OCLN Legislative Breakfast on Feb 8 from 7:30 -9. Trustees that can attend should.

#### Project Plan Discussion

Two meetings have been set: Master Plan on 3/12 and Sustainable Sharon on 3/13. Wendy had the dates for PTO's. We will do the April dates. Cheryl, Bob, and Andrew are writing up suggested speech by 1/23 meeting for review. We will practice with Foundation on 1/30.

**Motion:** Bob moved to enter into executive session for the purpose of discussing employee review and employee contract at the conclusion of which we will dissolve for the evening. Carolyn seconded. Approved unanimously.

#### Action Items Update

- Looking to have the Finance Committee to do a walkthrough of the library space to understand the issues of the current space.
- Carolyn will check if we can use historic society for Jan trustee meeting. *Complete*
- Cheryl will contact Fred and ask about insurance limits see insurance binder. Liability insurance, Physical premises. Liability is the important one. *Complete - Cheryl gave the documents to Lee Ann.*
- Lee Ann will make up packets for the library reuse committee of the timeline and send to them.

#### Action Items Summary

- Cheryl will work on the Trustee/Foundation write up for the newsletter.

Next meeting March 20, 2019 at 7:00 p.m.

Respectfully submitted,

Cheryl Weinstein