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Ms. Joan Grady
Mr. James Lemay
Ms. Eileen MacDougall
Mr. Donald Pearson
Mr. Daniel Hall
Mr. Jeff Nussbaum
In Emeritus
Mr. James Banda
Ms. Anne Buzzell

Board of Library Trustees

Board of Library Trustees Minutes Thursday October 18, 2016

Present: Trustees Joan Grady, Jim Lemay, Eileen MacDougall, Jeff Nussbaum, Don Pearson
Library Director Christina Stewart, Administrative Assistant Gloria Corcoran
Absent: Dan Hall

The meeting was called to order at 7:14 pm

A motion was made by Don Pearson to accept the minutes from September 20, 2016, seconded by Joan Grady. Motion passed with Jeff Nussbaum abstaining.

A motion was made by Jim Lemay to accept the September 2016 Financial Report seconded by Eileen MacDougall. Motion passed

Library Director's Report

During National Friends of the Library Week (October 16 to October 22), Friends representatives will be promoting the Friends at library programs that are funded by the Friends.

Mrs. Stewart investigated Jim Lemay's concern about the same patrons repeatedly checking out the hot spots. The following policy has been implemented.

If a patron needs a hotspot a bit longer for a vacation, etc. staff may extend the due date up to 3 days at check out. A patron may not return a hotspot and immediately check one out again. They will be told they have to wait 3 days before they can check one out again. This is to give other patrons the opportunity to use them.

Mrs. Stewart presented the design for the new library sign that will be purchased for the rear of the library. The sign will be charged to LIG/MEG funds.

Karen Campbell, the current manager of the Friends of the Library Book Store Next Door will step down at the end of her term in March 2017. Karen has been appointed as the Town's new Recreation Director. Martha Stevenson, the current Friends' Treasurer, has agreed to become the Book Store Manager in March. Kim Rose has expressed an interest in becoming the new Friends Treasurer.

Kendra Amaral, Assistant Town Manager, will be leaving that position on October 20th. Interviews are taking place for a new Assistant Town Manager who should be on board by early December.

There was some discussion regarding the Middle School Library not having a school librarian on staff and some of the issues.

Mrs. Stewart requested that the next scheduled meeting of the Board of Library Trustees on November 15 be held on November 22. Trustees agreed to change the date due to time needed to prepare the monthly report and action plan for FY18.

The Trustees were given a listing of the library policies with their last approval date. Trustees will review those policies that were approved in 2003 and 2005.

Comments:

Eileen told the Trustees that one of the self-published authors for Local Author Night was asked to speak to a high school class about self-publishing.

Motion to adjourn was made by Eileen MacDougall at 8:00 pm, seconded by Joan Grady.

The next meeting is Tuesday, November 22 at 7 pm.

Submitted by

Gloria Corcoran

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Administrative Assistant

Distributed at meeting: September's Budget and Statistical Report; Listing of Library Policies