

Lanpher Library Trustees
January 13, 2015 Meeting Minutes

Attendees: Emily Dearborn, Fran Aronovici, Melanie Dickinson, Ken Geiersbach, Sigh Searles, Amy Olsen, Julie Rohleder, Ruth Hay

Secretary's Report—Motion by Sigh, seconded by Mel to accept the minutes of the December meeting with correction of next meeting date to January 13, 2015, not 2014. All in favor.

Treasurer's Report—See attached. Warrants approved by Board.

Librarian's Report—See attached.

Laminator--A new laminator has been purchased and is being used for Library needs.

Building Repairs / Improvements

Accessibility--Fran as be speaking with the Village and patrons about curb cuts for accessibility. Amy and Sigh will compose a letter to the Town & Village about getting the curb cut or cuts installed and handicap parking space appropriately located. Amy will purchase door ramps for the Church Street door and back door.

Landscaping--Moneys from HPVIA (\$600) are being returned to the HPVIA and the HPVIA will pay Jayne directly. Ali Mayo did not have insurance to do the landscaping work, so Emily will get some potential names from her.

Upstairs Tables--John Rohleder has agreed to refinish the tables for the cost of materials. They can be done one at a time. He will sand them offsite and work with Emily to stain and finish them in the Library basement.

Vermont Collection Corner--Amy is wondering if the corner behind the elevator shaft upstairs could be made into a storage area. It's cubbyhole nature is a safety concern and there are a number of items currently stored in the Library office for security that could be moved to a climate-controlled location. Emily will get an

Ruth's Job Description--Board reviewed proposed job description, changing position title from Library Assistant to Assistant Librarian and made some suggestions. Amy will update the description and bring it back to the February meeting.

Library Director Employment Agreement--A new agreement will need to be done prior to the start of the new fiscal year with added hours for Amy. Amy's holiday pay only includes the hours the library is open. At issue is the potential for her needing to put in all 4-8 hours of "non-open time" on one or two days when Christmas and New Years fall on Tuesday and Wednesday which would result in days longer than 8 hours.

Meeting Time Conflict--Jim Noyes has a conflict with the regular meeting time for the next several months. Motion by Sigh, seconded by Julie, to move the February meeting to the 1st Tuesday. All in favor. Emily will warn the different time.

Personnel Policy--Julie reviewed our personnel policy in relation to the Town's policy. The only area of concern is the Leaves of Absence. Amy has requested that bereavement leave be included in the Library policy. Julie passed out copies of the relevant section from the proposed Library policy and the Town policy for review for the next meeting.

Evaluations--Emily passed out the evaluation forms for Amy's performance for the Trustees to complete and return by the February meeting.

Annual Calendar--Emily passed out the current calendar. Julie mentioned that our Edward Jones representative would like to come meet with us again. With our meeting dates moving about to accommodate Jim, we will need to make this appointment at a later date.

Changing Roles of Trustees--Emily is recommending that we start to shift the officer roles around.

Meeting adjourned at 5:30 PM, motion by Julie, seconded by Fran. All in favor.

Next meeting—February 3rd, 2015