

Lanpher Memorial Library Trustee Meeting

February 13, 2018

4:00 PM

In Attendance: Chair: Sigh Searles, Co-Chair: Fran Aronovici, Treasurer: Jim Noyes, Emily Dearborn, Ken Geiersbach, Susan Hayes, Library Director: Amy Olsen, and Secretary: Melanie Dickinson

Added Agenda Items:

- Trustee Election Plan for Town Meeting
- Planning Roles for Staff Evaluation
- Executive Session

Friends Report: The changing table has been installed in the bathroom. Improvements to the coffee station have also been completed for the convenience of our patrons. The Friends continue to make plans for a Spring Fling and to schedule their spring and summer speaker series.

Secretary's Report: Jim made the motion to accept the minutes of January 9, 2018 as corrected. (\$100,00 worth to \$100,000 worth). Seconded by Susan. All in favor.

Treasurer's Report: (See attached) Warrants were signed by the Trustees.

Librarian's Report: (See attached)

Video: Next month we will watch: *Library Advocacy*

Old Business:

- *Strategic Plan* – The following projects will be this year's goals:
 1. Painting interior of building
 2. Complete insulation of basement
 3. Finish reorganization of upstairs floor plan
- *Update on Painting Bids* – Craig Fowler submitted a proposal. After we inspected the ceiling and walls of the older building, we were concerned with what repairs needed to be done to the ceiling and walls before being painted. It was decided that we would need to meet with the painters to have them explain in more detail their plans.
- *Basement Space* – Improvements and Renovations – There was much discussion of how the basement space could be used to meet the needs of our patrons and the community. Susan will research possible grants for funding the project. Amy will set up a time for the Basement Committee to meet with Steve Martin.

New Business:

- *New Toilet* – The new toilet, donated by Ken Harvey, has been installed. Ken G. will submit articles to the Front Porch Forum and the News and Citizen to show our appreciation and to thank Ken Harvey.
- *Basement Visit* – The Trustees made a walk through the basement to continue discussion of what might be done to better use this space.
- *Capital Reserve Fund* – Emily made the motion to have the Trustees formulate questions to ask Ron about setting up a capital reserve fund for the library. Seconded by Fran. All in favor.
- *Town Meeting* – Ken's position is up for reelection. He has agreed to run again.
- *Executive Session* – Jim made the motion to go into executive session to discuss contract concerns. Seconded by Emily.
Emily made the motion to close the executive session. Susan seconded the motion.
No action was taken based on the executive session.
- *Staff Evaluations* – Evaluation forms are to be completed by the March meeting.

Adjourn: Emily made the motion to adjourn the meeting. Seconded by Jim. Meeting adjourned at 5:46 PM.

Next Meeting: March 13, 2018

