

Lanpher Memorial Library
Trustee Meeting

November 14, 2017

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: Policy Review, Bonuses

Friends Report: Amy met with Kim Puleio to create a library wish list. Suggestions were: a changing table for the bathroom, a coffee station, bookmarks or materials.

Secretary's Report: A motion was made by Emily to accept the October 10, 2017 minutes with the correction of Paul Trudeau to Paul Trudell. Seconded by Ken. All in favor.

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

Librarian's Report: (See attached)

Video: Working with Friends -To be viewed at a later date.

Old Business:

- Fund Raising Update – Ken reported that we have received 43 donations with a total of \$3,100. Ken will post a reminder in the Front Porch Forum.
- Update on painting – Emily will contact Michael Mallen to get an estimate for library interior painting.
- Credit Card Status – Amy will fill out forms for the Union Bank to increase limit from \$500 to \$2500 on library credit card.
- Edward Jones Discussion and Decision - Sigh presented information from Rich Jacobs of Edward Jones concerning Franklin Templeton Investments. Jim will inquire when we receive dividends from our present investments. After much discussion, it was decided to make a final decision of investment changes at our next meeting.

New Business:

- Report from Select Board Meeting – Jim and Sigh attended the Select Board meeting on Monday, November 13th to present the 2018 – 2019 library budget proposal.
- Trustees/ Friends Conference Review – Attendees were impressed with the conference presentations.
- Policy Update and Review – Emily made the motion to delete Article VI from the Board of Trustees Bylaws. Susan seconded the motion. Six votes to accept with one abstention.

The following changes to be made to the Policy Statement:

- Under IV A Personnel Policy -
 - ✓ 3. The Library Director Employment Agreement shall be stated in writing and reviewed and signed annually.
 - ✓ 4. Neither this Policy nor the Library Director Employment Agreement constitutes a contract of employment.
 - ✓ 5. This Policy shall be administered by the Board of Trustees. Amendments to this Policy shall be by majority vote of the Board of Trustees occurring at a public meeting of the Board warned for that purpose.
- Under IV F – Personnel Policy
 - ✓ The Library Director Employment Agreement shall include work hours, vacations, snow closures, and rules for taking time off. The Library Director may request permission from the Board of Trustees to close the Library for training purposes.
- Revision of Library Director Employment Agreement - (See attached) The Library Director Employment Agreement annual update and signing will be added to the month of June on the calendar.
- Bonuses – It was decided to do the same as last year.
- Basement Space (Improvements and Renovations) – This will be discussed at December meeting.

Adjourn: Emily made the motion to adjourn the meeting. Seconded by Susan. Meeting adjourned at 5:45 PM.

Next Meeting: December 12, 2017

