

Board of Trustees Meeting- March 7, 2018 – DRAFT

(all votes unanimous unless otherwise stated)

Rebecca Howrigan, Becky Johnson, Karen Fortin, Virginia Holiman, Liza Comiskey, Paulette Unwin, Sharon Bousquet Absent: Amber Machia

Public Comments: The Board members were pleased by the support of the community at the 2018 Town Meeting.

Minutes: Becky made a motion and Virginia seconded, to approve the minutes of the February 7th Board meeting. Minutes approved.

Treasurer's Report: -The remaining money from the Municipal Grant has not come in yet.

-Building Bright Futures (now Parent Child Center Funds) line items will be moved to grant expenses.

-The latest heating bill came in very high, Liza questioned this and will speak with Shelley.

-Liza reported that she and Shelley discovered Comcast is charging HLCC \$87 per month for the Fax line, this is in addition to the monthly phone bill. This is a charge that was not expected and is not built into the budget.

Becky made motion, Karen seconded to no longer have a faxing services available at the library. Motion carried.

Becky made motion, Virginia seconded, to accept the financial report.

Report accepted.

Director's report:

Liza will pursue fax line/ security issue with Matt Bouchard. He is coming next week to fix computer issues.

All doors at the library need to be checked, adjusted and fixed. Liza will purchase hardware. Sharon stated that the Town Public Works crew will install. She will touch base with them regarding this.

-Ben Nye is interested in doing the lawn care for the library. Last year's charge was \$700. Liza will check in with him. (Sharon stated that Jobs do not need to go out to bid if under \$5000- per town policy)

-Cailey's Closet (Dress event) will be held March 31st. Dresses are coming in.

-Girls on the Run begins March 20th. Brandy Maskell will be the head coach.

- March CPR class is full.

-Voices Against Violence will be doing 3 Expressive Art, self empowerment sessions for Grades 3 and 4 at the library.

- Rebecca mentioned the possibility of coordinating and sharing programs with the new Sheldon librarian. Virginia mentioned the possibility of joining up with Franklin's Book Group.

-Karen made motion, Becky seconded, to accept the Director's Report. Report accepted.

Old Business: Group discussed newly rewritten job descriptions. Karen made motion, Virginia seconded, to accept the job descriptions for Head Librarian/ Director and Program and Outreach Coordinator as presented. Motion carried.

Next month the Board will address the Emergency Leave policy.

New Business: Reorganizing Board

Karen made motion, Becky seconded, for Rebecca to remain Board Chairperson, Becky to remain Vice-Chair, Karen to remain Treasurer, and Virginia to remain Secretary. Motion approved.

Board entered into Executive session to discuss personnel.

Board came out of Executive Session.

Next meeting will be April 4th at 6:30.

Becky made motion, Karen seconded, to adjourn the meeting. Meeting adjourned.

Respectfully submitted,

Virginia Holiman