

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 21, 2016, 3:30 PM
CHICK ROOM, MADISON LIBRARY
APPROVED MINUTES

ATTENDANCE: Chair Cheryl Littlefield, Sandra Carr, Angela Johnson, John Filson, Bruce Kennedy, Karen Lord, Patti Rau, Linda Smith, Peter Stevens, Susan Lee, Friends of the Library, Sloane Jarell, Library Director

CALL TO ORDER: Chair Cheryl Littlefield called the meeting to order at 3:30 PM.

APPROVAL OF MINUTES: August 17, 2016: Motion by Peter Stevens to approve the minutes of 8-17-16, seconded by Karen Lord. A phrase was added to indicate that applications were filled out for library cards. With that change the minutes as amended were approved 7-0-2, with 2 abstentions (those who were not present at the 8-17 meeting).

REPORT OF THE TREASURER: Treasurer Angela Johnson reviewed her report that was in the board packet:

- Due to book purchases the checking/savings account balance is down \$775.37.
- We have an increase of \$23.75 on investments due to market fluctuation.
- On the Budget Drawdown we are at 61.14%, which is pretty good for this time of year.

Motion by Linda Smith to accept the Treasurer's Report, seconded by Bruce Kennedy. The motion passed unanimously and the report was accepted and filed for audit.

LIBRARY DIRECTOR'S REPORT

- Library Director Sloane Jarell said she was pleased that the statistics are looking good.
- Sloane said the book group for tweens that was part of the summer reading program is still going strong and she will try to continue this group year round; she is looking into have a book group for younger students as well.
- There will be a table at Parents' Night at the school to encourage parents and students to sign up for library cards. In addition, in October Sloane said she is hoping to get each grade level at the school to come in and learn what is happening in the library.
- On technology, Sloane said that John Filson is working hard to replace the Tech Plan. She said part of the plan that ends this year is to purchase a new laptop and a new desktop, and we have the money in the budget under technology to do this.
- Susan Lee asked if Sloane was looking into a ceiling-mounted projector. Sloane said she is looking into it but it's a little complicated with the wiring involved; she said she could ask other libraries what they do. Cheryl Littlefield also suggested looking at the school to see what they do.
- There was a discussion about fixing or replacing the ramp and there was some question as to whether the town or library would be responsible for the cost.
- Sloane said power washing of the building needs to be done but it may be better to wait till the spring.

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- There was a discussion about the parking lot and whether it needs to be resealed and/or have the lines repainted. Sloane said she will look into it. Again there was a debate about who would be responsible for the cost.
- Sloane said all programs seem to be going well.

GALLERY: Starting in October artwork by Shawn Dunker-Bendigo will be displayed.

FRIENDS OF THE LIBRARY: Susan Lee reviewed her financial report with the board. She said the Eyes on Owls program was a big hit. She said the two “little libraries” at Nichols Beach and the foot of the lake have been very popular, and the third “little library” may be painted as an afterschool project at the school; we have permission to install that one at the Silver Lake Post Office under the overhang when it’s ready. Susan said thanks to Alice Tregenza we have notepads for sale upstairs, and our monthly book and card sales continue to do well; in addition, membership dues and donations are well ahead of budget. She said we are working on programs for next year and we welcome suggestions.

OLD BUSINESS:

Capital Improvement Plan – Green Committee meets August 18 at 7:00 PM – update. Cheryl Littlefield said the Green Committee has suggested an HVAC workshop. Bruce Kennedy said the workshop will be in Bedford through Eversource and they have information about grants.

Driveway Parking Lines – top coated. Already discussed.

Budget planning – (due to town October 6, 2016): In the board packet. The budget was reviewed and discussed.

Motion by Bruce Kennedy to add \$1,500 back into General Maintenance, seconded by Angela Johnson. The motion passed unanimously.

Motion by Karen Lord to accept the budget of \$74,791 as amended, seconded by Angela Johnson. The motion passed unanimously.

NEW BUSINESS:

Staff evaluations: Sloane said the evaluations of her staff have been done. Cheryl Littlefield said we have not yet done our evaluation of the Library Director and reminded the board that this needs to be done before the 6th of October. It was agreed that the evaluations of the Library Director would be done individually and handed it at the library for Cheryl to pick up next week. It was agreed that the board would meet next Wednesday, September 28, going into non-public session to discuss a raise for the Library Director. Angela noted that this would change the bottom line of the budget.

OTHER BUSINESS: None.

ADJOURN: Motion by Peter Stevens to adjourn, seconded by Sandra Carr. The motion passed unanimously the meeting adjourned at 4:30 PM.

Next meeting: October 19, 2016, 2016 @3:30 PM.

Town of Madison, Board of Library Trustees Meeting for September 21, 2016.

Approved Minutes

Respectfully submitted,

Patricia Ambrose, Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on September 22, 2016.