

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 18, 2017, 3:30 PM
CHICK ROOM, MADISON LIBRARY
APPROVED MINUTES

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

CALL TO ORDER: Chair Cheryl Littlefield called the meeting to order at 3:23 PM. Library Director Sloane Jarell notified the board that she would have to leave the meeting early due to a family emergency.

Motion by Peter Stevens to go directly to the Library Director's Report, seconded by Karen Lord. The motion passed unanimously.

LIBRARY DIRECTOR'S REPORT: Sloane reviewed her report with the board;

- A Chromebook was purchased and Sloane said this looks like a good way to go when we cycle out the desktops.
- A quote was received for the air conditioner and Sloane is working on getting that work scheduled.
- The Town selectmen have approved the lighting proposal for all Town buildings and they need to know whether this should include the whole library building or just one floor. The board agreed that it should include the whole building.
- Sloane is waiting for quotes for the ramp and for the lighting of the sign out front. She said an electrician has indicated that he could take care of the lighting of the sign if there was an 18" trench dug out to the sign, but we need the quote. A quote was received to install insulation in the back rooms downstairs. The board agreed that we probably don't need to have insulation in those rooms at the present time.
- Sloane attended the Open House at the Madison Elementary School and found that the word is getting out about Tumble Books. Sloane handed out library applications at the event.
- Halloween Town will be here soon and Believe in Books has donated 2,000 books to be handed out at the event.
- The Welcome Mugs have been ordered and will be picked up on November 15. On December 16 there will be a library Open House and Book Sale and a Welcome Mug will be handed out with each new library card.
- The Madison Library placed 3rd in the state in the Library Card Sign-up Challenge last month.
- Koha will do an update of our system in November.

After reviewing her report Sloane then left the meeting.

APPROVAL OF MINUTES

Minutes approved: November 15, 2017

Library Board of Trustees
October 18, 2017
Page 1 of 3

September 20, 2017 regular meeting: Motion by Linda Smith to approve the minutes of September 20, seconded by Angela Johnson. The motion passed unanimously.

REPORT OF THE TREASURER: Treasurer Angela Johnson said we have current assets of \$6,909.38 in checking and savings. She said the bank wanted to charge a fee for the savings account because it wasn't active, so she transferred some funds into savings and it should be active now. She said Vanguard earnings as of September 30 are \$36.38; Vanguard S&P market fluctuation is \$79.70. The Budget Drawdown is at 73.9% which is good for this time of year. She said in regard to the budget a couple of things need to get done under General Maintenance, such as the air conditioner repair, and the library purchased a Chrome Book under Technology.

Motion by Peter Stevens to accept the Treasurer's Report, seconded by John Filson. The motion passed unanimously and the Report was accepted and filed for audit.

GALLERY: Barbara Perry

FRIENDS OF THE LIBRARY: Susan Lee reviewed the Friends' activities:

- The Friends have agreed to pay up to \$400 for the Welcome Mugs and will be getting little pens to hand out at programs.
- There is a Friends program coming up this Thursday on "The Capital Crime of Witchcraft" presented by Margo Burns.
- The final official book sale will be this coming weekend, to include 2 hours on Friday night as well as 9:00 AM-12:00 PM on Saturday. There will be a special book sale in December in conjunction with the library Open House.
- The Friends are working on programs for next year.
- The two little libraries at the beach have been put away for the season. The one at the train station will be left up for the winter.

OLD BUSINESS: John Filson said the Strategic Plan is done.

Budget: Cheryl Littlefield said the budget has been turned in at 2.35% and said she didn't anticipate a problem with it.

Ramp: Cheryl said as Sloane mentioned, we are waiting for an estimate.

NEW BUSINESS: Cheryl said the Warrant Article for the boiler will be on the agenda for November.

OTHER BUSINESS: The board agreed to go into non-public session to review the board members' evaluations of the Library Director.

NON-PUBLIC SESSION: Motion by Angela Johnson to enter non-public session, seconded by Peter Stevens. On a roll call vote the board entered non-public session at 3:50 PM:

Cheryl Littlefield – Aye

Sandra Carr – Aye

John Filson – Aye

Angela Johnson – Aye

Minutes approved: November 15, 2017

Library Board of Trustees

October 18, 2017

Page 2 of 3

Bruce Kennedy – Aye
Karen Lord – Aye
Patti Rau –Aye
Linda Smith –Aye
Peter Stevens – Aye

The Ayes have it.

Others attending: Pat Ambrose, Recording Secretary

DISCUSSION: Board evaluations of the Library Director

RETURN TO PUBLIC SESSION: Motion by Sandra Carr to come out of non-public session, seconded by Peter Stevens. On a roll call vote the board came out of non-public session at 4:06 PM:

Cheryl Littlefield – Aye
Sandra Carr – Aye
John Filson – Aye
Angela Johnson – Aye
Bruce Kennedy – Aye
Karen Lord – Aye
Patti Rau –Aye
Linda Smith –Aye
Peter Stevens – Aye

The Ayes have it.

ACTION AS A RESULT OF NON PUBLIC

Announcements: The board discussed the evaluations of the Library Director.

ADJOURNMENT: Motion by Peter Stevens to adjourn, seconded by John Filson. The motion passed unanimously and the meeting adjourned at 4:07 PM.

Next meeting: November 15, 2017 @3:30 PM.

Town of Madison, Board of Library Trustees Meeting for October 18, 2017

Approved Minutes
Respectfully submitted,

Patricia Ambrose, Recording Secretary
Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on October 19, 2017.

Minutes approved: November 15, 2017

Library Board of Trustees
October 18, 2017
Page 3 of 3