

MADISON LIBRARY  
BOARD OF TRUSTEES MEETING  
FEBRUARY 22, 2017, 3:30 PM (SNOW DATE)  
CHICK ROOM, MADISON LIBRARY  
APPROVED MINUTES

ATTENDANCE: Chair Cheryl Littlefield, Sandra Carr (via WebEx), John Filson (via WebEx), Karen Lord, Patti Rau, Linda Smith, Peter Stevens, Sloane Jarell, Library Director

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

APPROVAL OF MINUTES:

January 18, 2017 regular meeting: Motion by Peter Stevens to approve the minutes of 1-18-17, seconded by Linda Smith. A phrase was added to clarify what was meant by “databases.” With this change the amended minutes were approved unanimously.

REPORT OF THE TREASURER: In the board packet. Treasurer Angela Johnson was not able to be present at the meeting.

Motion by Karen Lord to accept the Treasurer’s Report, seconded by Peter Stevens. The motion passed unanimously and the report was accepted and filed for audit.

LIBRARY DIRECTOR’S REPORT: Library Director Sloane Jarell noted that the statistics showed that attendance is up but circulation is down a bit, which may result from people coming in just to use the computers or for other reasons. She said we’ve added two new children’s programs this month. On March 8 at 2:00 PM there will be a program on Healthy Living discussing Alzheimer’s; she said she would like to start a regular program discussing Healthy Living issues. Sloane said she has learned that one of the big stressors for families that are homeless or moving is getting library books returned. She suggested discussing this with the school guidance counselor and perhaps leaving a basket at the school for book drop-offs. The board agreed that this would be a great idea. Sloane said she took a webinar this morning through the American Library Association and learned that a program will be rolled out next year to promote ways for small libraries to get conversations going in the community. More information will be forthcoming on this. Sloane said the town is having someone come in and look at the heating systems in the town buildings; they have looked at our furnace and a few things were found that are easily repaired. She said someone showed up today as well to look at the venting pipe but she has not had any follow-up yet.

GALLERY: Nothing at the moment.

FRIENDS OF THE LIBRARY: Nothing new.

OLD BUSINESS

Trustees – Terms ending 2017, filing period January 25 – February 3: Discussed.

## NEW BUSINESS

Staff Substitute Position: Job description and sample ad in the board packet. Sloane said she is starting to find a need for substitute help on an “as-needed” basis and would like to post this ad with a deadline of March 17. The board agreed with this.

Correspondence from Town Office re: Purchasing Policy & Procedure: In the board packet. This was discussed.

Preparations for Town Meeting: Sloane said she hoped another trustee would attend the meeting. Cheryl Littlefield said she did not foresee any problems with the library budget.

OTHER BUSINESS: Cheryl Littlefield asked Peter Stevens if there was an update on the Town Center Committee. Peter said they have disbanded and there have been no more meetings. Patti Rau discussed the idea of having a unifying garden theme for the street through town, including in front of the library, and said she thought the Garden Club would be willing to work on this.

ADJOURN: Motion by Peter Stevens to adjourn, seconded by Karen Lord. The motion passed unanimously and the meeting adjourned at 3:50 PM.

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

Town of Madison, Board of Library Trustees Meeting for February 22, 2017

Approved Minutes

Respectfully submitted,

Patricia Ambrose, Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on February 23, 2017.