

MADISON LIBRARY
BOARD OF TRUSTEES MEETING

November 17, 2010

Chick Room

APPROVED MINUTES

ATTENDANCE: Sandra Carr, Charlotte Emmel, Angela Johnson, Beverly Klitsch, Melissa LaRoche, Tom Reinfuss, Bob Risch, Mary Russell, Ray Stineford, Carol Batchelder, Friends of the Library, Mary Cronin, Library Director

ABSENT: None

Meeting was called to order by Ray Stineford at 3:30 PM.

REPORT OF THE SECRETARY: Bob Risch moved to approve the re-draft of the September minutes and Angela Johnson seconded. Angela Johnson moved to approve the October minutes and Bob Risch seconded. The September and October minutes were unanimously approved and accepted with the correction of the spelling of Sloane Jarell's name.

REPORT OF THE TREASURER: We are still afloat. We are doing a little better with the Wells Fargo account. The town budget is on track. The Report was accepted and filed for audit.

LIBRARY DIRECTOR'S REPORT: Cleaning of the building is an issue because no provision has been made for an alternate service when the cleaner is unavailable. Bob Risch made a motion to approve a cleaning service to fill in when necessary. The motion was seconded by Sandra Carr.

Mary Cronin asked that the Library be closed at 5:00 PM on the next Wednesday before Thanksgiving. The motion was made by Angela Johnson and seconded by Mary Russell.

Ray asked that Trustees try to attend a budget presentation on December 7th.

FRIENDS OF THE LIBRARY REPORT: There was a Board meeting to discuss a program to be held at the Library on February 1, 2011, or February 8 in case of snow. The program has to do with the importance of the cow in New Hampshire history. They have permission for a bake sale at the town meeting in the name of the Friends and they will be asking for donations of baked goods. Three or four of the Board members are nearing 80 years old and they need new people, including a secretary. They meet approximately every other month. The Trustees Board members suggested making an announcement at the Silver Lake Senior Center and in the Madison column giving the next meeting dates, and on the website.

GALLERY REPORT: Mary Cronin has written to Dick Pollock to see if he is interested in displaying artwork.

OLD BUSINESS: POLICIES

Mary Russell and Mary Cronin made an extraordinary effort on policies, which were reorganized into categories so that in future years they don't need to be done all at once. The Board considered and approved the following policies: Mission Statement: no change. Bylaws: approved with two changes. Personnel: approved with changes. Grievance: no change. Volunteers: no change. Finances and Bookkeeping: approved with changes. Investment: no change. Emergency Management: approved with changes concerning adding an annual fire drill. Incident Report: no change. Confidentiality: no change. Cooperation: no change. Keys: approved with changes. Right to Know: approved with changes. Collection Development and Maintenance: no change. Reconsideration: approved with change to replace with the ALA version. Reference: no change. Circulation: no change. Interlibrary Loan: approved with changes. Computer Use: approved with changes. Meeting Room: approved with changes. Artistic Display: approved with changes. Bulletin Board: approved with changes.

NEW BUSINESS: Ray wants to go over Trustee information at the December meeting. He would like to have a notebook ready for the new Chair and would like to have everyone please help with this. This should include a set of policies with an index, everything a Board needs to know, so that the new President can find it all under one cover.

STAFF AND BOARD EVALUATIONS: Trustee self-evaluations and evaluation of the Library Director need to be done before the next Board meeting. After some discussion of the best way to proceed, the decision was made to supply Board members with evaluation forms on which they could add comments. Mary Cronin will supply Board members with a job description of the Library Director. Ray will supply the evaluation forms.

The next meeting will be on December 15, 2010.

The Board adjourned at 5:00 PM.

Respectfully submitted, Patricia H. Ambrose, Recording Secretary.

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on November 18, 2010.

Town of Madison, Board of Library Trustees Meeting for November 17, 2010.