

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 17, 2014, 3:30 PM
CHICK ROOM, MADISON LIBRARY
APPROVED MINUTES

ATTENDANCE: Peter Stevens, Chairperson; Sandra Carr, John Filson (via WebEx), Angela Johnson, Bruce Kennedy, Cheryl Littlefield, Mary O'Neil, Linda Smith, Mary Cronin, Library Director, Susan Lee, Friends of the Library

ABSENT: Susan Bailey, Tom Reinfuss

CALL TO ORDER: Chair Peter Stevens called the meeting to order at 3:35 PM with 8 board members present.

APPROVAL OF MINUTES: November 19, 2014 regular meeting: Motion by Cheryl Littlefield to approve the minutes of November 19, seconded by Angela Johnson. The motion passed 7-1 with 1 abstention. Motion by Sandra Carr to approve the minutes of the December 10 special meeting, seconded by Linda Smith. The motion passed unanimously. .

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

- A payment of \$8,000 was made to the town out of the checking/savings account for the renovation work.
- The Wells-Fargo account received \$39.60 in dividends and 1 cent interest. Including market fluctuation the total increase was \$410.21.
- We have only 20 shares left on Paychex.
- On the town drawdown, we will probably use all the money we asked for.

Angela asked if there is anything we're carrying over. Mary Cronin said the encumbrances will be voted on by the selectmen in December and she will report on any invoices we haven't received then. She said she would like to take General Maintenance money to help pay for the blinds so we won't be hit so hard next year with that.

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

LIBRARY DIRECTOR'S REPORT: Library Director Mary Cronin summarized her written report in the board packet:

- Mary got an estimate from Northledge Technologies on a wireless and wired network, which she is hoping the Friends of the Library will help to fund.
- Heating technicians came and replaced the igniter.
- Mary is asking for volunteers to help set some shelves and move some cabinets.
- The flood light over the entrance has been replaced.
- Some wireless security features are being installed this week which can be paid for with Renovation warrant article money.

- The annual holiday open house will take place this Saturday, December 20, from 10:00 AM to 1:00 PM. The book sale will be this Saturday as well.
- A Digital Preservation Policy draft will be presented to trustees at the January meeting.

GALLERY: Artwork by Jane Carlson will be up on Friday, December 19.

FRIENDS OF THE LIBRARY: Susan Lee reported that the Friends have scheduled new programs for 2015 which are listed on the Friends' website. The new format for the book sale has been very well received and is very successful. New shelving will be put up.

OLD BUSINESS

Staff planning: A staff planning model was handed out by Mary Cronin which outlined three possible scenarios for staffing. This was discussed. John Filson said this was very valuable information and helps lay it out. Although Peter Stevens and John Filson liked Model #1 they and the board agreed that at the moment we're going with things as they are now, which is what we voted to do and what we told the budget committee; but that Model 1 might be an aspirational situation for another year.

Director salary sheet review: This was discussed.

Motion was made by Cheryl Littlefield which was then amended. The amended motion was to offer a library director position of 25-30 hours a week at \$19 to \$22 per hour, depending on experience and education. Further discussion ensued. Bruce Kennedy moved the question. Sandra Carr seconded the motion. The vote to amend the motion passed unanimously. Cheryl Littlefield moved the vote. Linda Smith seconded the motion. The motion passed unanimously.

Policy review – Personnel policy: Discussion about Policy ADA, a suggested supplement to the job description.

Motion by Cheryl Littlefield to add Policy ADA to the job description, seconded by Angela Johnson. The motion passed unanimously.

Computer and software purchase for library bookkeeping: Mary Cronin said the software has been purchased and the tech plan has a laptop in it, but she will wait till January to order the laptop.

Motion by Cheryl Littlefield to buy a laptop to do the bookkeeping and waiting till January to purchase it. Seconded by Linda Smith. The motion passed unanimously.

NEW BUSINESS

Full Budget for Town Report: In the board packet.

Motion by Angela Johnson to present the budget for the Town Report with adjustments as discussed. Seconded by Linda Smith. The motion passed unanimously.

Appoint Personnel Committee: Mary Cronin noted that January 15, 2015 is the deadline for applications for the library director position, and the next trustees' meeting is January 21. She said we need people to review the resumes and get back to them and a contact person to set up interviews with the personnel committee and then the full board. She said the personnel committee is advisory and not necessarily composed entirely of trustees. Peter Stevens and Cheryl Littlefield expressed a willingness to serve on the personnel committee. Other names were suggested and Peter will contact the individuals to see if they are interested.

2015 Wish List for Friends of Madison Library: In the board packet. For information only.

Year-end encumbrances of Town funds: Already covered.

Vacation time for Library Director – carry over 15 hours from 2014 to 2015?

Motion by Angela Johnson for the Library Director to carry over vacation time to 2015, seconded by Cheryl Littlefield. The motion passed unanimously.

Other Business: None.

ADJOURN: Motion by Cheryl Littlefield to adjourn, seconded by Sandra Carr. The motion passed unanimously and the meeting adjourned at 5:40 PM.

Next Meeting: January 21, 2015 @ 3:30 PM, Chick Room, Madison Library.

Town of Madison, Board of Library Trustees Meeting for December 17, 2014.

Approved Minutes
Respectfully submitted,

Patricia Ambrose
Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on December 19, 2014.