

MADISON LIBRARY  
BOARD OF TRUSTEES MEETING  
OCTOBER 17, 2018, 3:30 PM  
CHICK ROOM, MADISON LIBRARY  
APPROVED MINUTES

ATTENDANCE: Chair Cheryl Littlefield, Sandra Carr, John Filson, Karen Lord, Linda Smith, Peter Stevens, Library Director Sloane Jarell

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

APPROVAL OF MINUTES

September 19, 2018 regular meeting: Motion by Peter Stevens to approve the minutes of 9-19-18, seconded by Linda Smith. There was one correction regarding the discussion about lighting. With this correction the minutes as amended were approved unanimously.

REPORT OF THE TREASURER: Cheryl Littlefield said she thought the Treasurer's Report looked good and the Drawdown looked good. She said there were no red flags. The board agreed.

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

LIBRARY DIRECTOR'S REPORT: Library Director Sloane Jarell said we are in a good place in our communication with the town, especially in regard to the boiler, heater, walkway, and other projects. She said we are anticipating moving forward as a team and not as separate entities. Sloane said she is on the agenda for the next meeting of the selectmen to discuss the boiler and the walkway and to say "thank you" and that we appreciate all their work in getting the bids out. She said she would also give them a heads-up about Conway joining our group. John Filson said it would be good to let them know that the trustees concur with all this.

There was a discussion about the Monthly Report of Patron Services (statistics report) as a follow-up to the last meeting. Peter Stevens said he thought the attendance figure was the most important item on the report and should be more prominent. Sloane said she had tried to think of a way to switch it around but couldn't find a way to do it. John Filson said he would try working it out on an excel sheet, but he thought perhaps just a summary would be sufficient instead of the full report. Peter said having the detail is all right for the library organization, but for the town the important thing is the attendance figure; that's the service that we are providing the town. Cheryl Littlefield noted that the trustees are the only ones who see this report. Peter said perhaps more should be done with the report. It was noted that the board had agreed that the attendance figure should be stated in the monthly library newsletter, and Sloane said this has been done.

Sloane said the ramp is done and looks great. She said the boiler is done but there has been some leakage of water on the floor, so she will call them. She said the hot water is really too hot and she will ask about that as well. She said there was a diversity meeting today with the Tamworth and Conway libraries and

there was a discussion about ideas of ways to bring everyone together. She said this would involve moving from library to library and then branching out into a sort of block party. Sloane asked for guidance from the board on the cost of using the fax and the scanner. She said we currently charge 50 cents a page to scan or fax, yet it does not cost us anything in terms of ink or paper and could be costly to the patron. This was discussed.

Motion by Peter Stevens to accept the recommendation of the library director to change the cost for faxing or scanning to a flat fee of one dollar per scan or fax regardless of the number of pages. Seconded by John Filson. The motion passed unanimously.

Rate of pay changes for 2019:

Sloane Jarell hourly wage is \$22.19 starting January 1, 2019

Camilla Spence hourly wage is \$16.04 starting January 1, 2019

Gordon Willey hourly wage is \$14.35 starting January 1, 2019

GALLERY:JP Goodwin

FRIENDS OF THE LIBRARY: The Friends' program on the use of wood as an archeological tool in understanding the past will take place at 7:00 PM on Thursday, October 18 in the Chick Room. The last book sale before December is Saturday, October 20.

OLD BUSINESS

Lighting - meeting room and outdoor sign: Sloane said the town has decided to take this on and there is nothing new to report at this time.

NNHLC – update on September 20 meeting in Conway: Sloane said this was a good meeting. She said we are working on a timeline of events but nothing can start till our trustees vote and nothing can be active till April; however, she said we can have everything ready to go at that time. She said we are looking into other coop policies and whether we should align our policies. She said other discussions concerned auto renewal and how long a patron should have a library card. She said we need a policy about loaning out new books.

NEW BUSINESS

November Trustee Meeting Date – November 14

Budget Committee meeting – October 30 at 6:00 PM

OTHER BUSINESS: Sloane said the fall 2018 issue of the "Library Trustee" magazine has an article about strategic planning that features the Regional Trustee Meeting of the Madison, Tamworth, Jackson, Bartlett, Effingham, and Conway libraries.

There was a discussion about which trustees' terms are up this year. One trustee and one alternate indicated that this may be their last term on the board. There was a discussion about posting a notice for new trustees and alternates in the library and in the town column of the newspaper.

ADJOURNMENT: Motion by John Filson to adjourn, seconded by Karen Lord. The motion passed unanimously and the meeting adjourned at 4:01 PM.

Next meeting: November 14, 2018 @3:30 PM (Note: this has been changed from November 21, 2018).

Town of Madison, Board of Library Trustees Meeting for October 17, 2018

Approved Minutes  
Respectfully submitted,

Patricia Ambrose  
Recording Secretary  
Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on October 17, 2018.