

**Meeting of the Board of Trustees
of Guernsey Memorial Library**

Date: Thursday, November 12, 2009

Time: 7:00 pm

Present:

Trustees:

Barb Collins, Kathy Darrah, Craig Lawson, Angela Levesque

Library Director: Sarah Wiggins

Treasurer: Wendy Wright

Guest(s): Brian Doliver and Brett

Tonight's meeting started at 7:06 pm.

Review of Minutes of Previous Meetings:

•The minutes of the last meeting were not fully available. Minutes are temporarily tabled until the December meeting.

Treasurer's Report:

•Treasurer, Wendy Wright, presented each trustee with a copy of last month's treasurer's report. We reviewed the report for October 2009. A few moments were given for the trustees to review the report.

•Angela Levesque questioned the amount of the auditors bill.

•Wendy stated she would check into it, however would not anticipate any change in next year's bill.

•In short, GML's financial standing is good, according to the treasurer's report. Time was given for the trustees to ask Wendy Wright a few questions about the report.

Angela Levesque made a motion to accept the October 2009 treasurer's report.

Kathy Darrah seconded the motion

Motion carried

All present voted for

Finance Committee Report:

Kathy Darrah gave the finance committee report. Kathy Darrah checked bills on Oct 17, 2009 and on November 2, 2009. Kathy

Darrah found that Frontier billed GML for late charges. It was straightened out and we were credited. The staff attended seminars and the cost of this will reflect next month.

- Angela Levesque made a motion to accept the finance committee's report.
- Kathy Darrah seconded the motion
- Motion approved
- All present voted for motion passed.

Monthly Library Report:

Sarah Wiggins, Library Director, took the time to share the library report for the month of November.

Administrative

- The LD provided revised quotes for the renovation project. The board will vote later in the meeting on the Renovation project.
- The Book sale was a success the report is enclosed.
- Open house is set for December 4, 2009. The budget is \$1000.00 it includes performers, advertisement, and refreshments. Sarah presented two videos of performers. The Library staff is looking to attract the youth of the area. The board is in agreement with Sarah and the staff and approved of either of the two performances presented.
- The Library Director is reviewing our confidentiality policy, that will be posted on our website. The board will review the current policy and discuss changes at the next meeting.
- The Library Director requested direction in developing a theme for the Holiday open house. The board unanimously agreed to allow the LD to develop themes for the open house.
- The Library Director attended a system wide meeting of 4 County Library Systems. David Karre and 4CLS recommend that we review our policies. The LD updated Four Counties our hours of operation.
- The Library Board is looking to replace a vacancy. The Library Director recommends that the new board member shadow a staff member for one day. The board agreed this would be helpful.
- The Library Director is maintaining a file on the Newton fund.
- The board unanimously agreed to allow the staff to use flex time to resolve any issues that might arise with the seasonal flu or the H1N1 virus.
- Four County Library Systems quote for Envisionware PC reserve system software is higher than expected. The Library Director will continue to work on this. Sarah provided the board with a copy of the 4CLS service agreement for the Envisionware program. The board will review this at its next meeting.
- The Library Director presented the board with a Purchase Order for a movie

licensing agreement for five hundred five dollars. The agreement allows the library to show feature films to the public. The LD is planning on showing one to two films per month. The first will be "Coralyn", a children's film, with popcorn served.

- Angela Levesque motioned to approve the P.O.
- Barb Collins seconded the motion
- All in favor voted.
- Motion passed
- The Purchase order for the Movie Licensing will be signed by someone on the finance committee.
- The Library Director has been approach by two artists for the Decentralization The Grant is sponsored by the Council of the Arts. The board approves of either applicant as long as the programs are age appropriate.
- Four County Library Systems provided Guernsey Memorial Library with two web cams. One web cam is for the Library Director to use to tele-conference .The LD will develop an acceptable use policy for the other web-camera. Possibly for family members of Service men and women to use in an established room to contact each other.
- GML is having trouble with there DSL connection via Frontier therefore the Library Director is checking into changing the system over to cable with Time Warner.
- The LD was approached by a patron Carol Nassar. She is concerned with our Internet policy time limits. Currently GML does not allow a patron to occupy a computer for longer than 2 hours, even if they sign up and no one is waiting.
- Craig Lawson motioned to continue with our current policy
- Kathy Darrah seconded.
- No Objections
- Motion passed
- The web page has been updated
- The Library Director request updating the Bylaws of the Friends of the Library.
- The board approved unanimously.
- GML had a building inspection there were four points that needed to be fixed in order to pass. (see attached)

Old Business

The Sick Bank policy change

- The board approved changes to the sick bank policy at the October 2009

meeting.

Holiday Policy Revision

- The board revised the Union contract section “ Art.16.1 – Holidays” as per request by union members. It will be rewritten and referred to the Union. If necessary a letter of understanding to amend the contract will be sent.
- Angela Levesque motioned to approve the changes to Art. 161 –
Holiday of the union contract
- Barb Collins seconded
- All voted in favor
- motion passed

Purchasing Policy Revision

- Craig will email a current copy of the purchase policy to board members.

Computer Tech Serve RFP's

- RFP's for the tech position went out on Tuesday.
- We have received an RFP from Keith Piro.

Board Vacancy

- The Library board needs to fill a vacancy left by Laurie Doliver.

Review Office Space Proposals

Three bids came in for office space renovation projects.

- HGH, John Rutan and Schlafer Construction. The board reviewed the bids.
- Craig Lawson motioned to except Schlafer Construction bid for \$4,800
- Angela Levesque seconded
- Barb Collins abstained d/t a conflict of interest
- All voted in favor
- Motion carried

A Purchase order for Schlafer Construction Will be drawn up and presented at the next board meeting. The work is to be completed by Feb. 1, 2010.

New Businesses

- Terms of office for Trustees
Laurie Doliver was to serve until June 2010
Barb Collins serves until June 2011
Craig Lawson serves until June 2012
Kathy Darrah serves until June 2013

Angela Levesque serves until June 2014

Executive Session:

At 9:30 pm the board decided to go into executive session to discuss a specific person or persons. Sarah Wiggins was invited to meet with the board of trustees in executive session.

- Angela Levesque made the motion to move the meeting into executive session at 9:32 pm.
- Barb Collins seconded the motion
- Motion carried
- All present voted for

Adjournment:

- Kathy Darrah made the motion for the board to come out of executive session and adjourn at 10:10 pm.
- Barb Collins seconded the motion.
- Motion carried
- All present voted for

Respectfully Submitted,

Angela Levesque