

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

**Date:** Thursday, October 8, 2009

**Time:** 7:00 pm

**Present:**

•**Trustees:**

Kathy Darrah, Craig Lawson, Angela Levesque

•**Library Director:** Sarah Wiggins

•**Treasurer:** Wendy Wright

•**Guest(s):** Brett Murphy

•Barb Collins arrived at 8:00

**Tonight's meeting started at 7:10 pm.**

**Review of Minutes of Previous Meetings:**

Due to a change in positions the minutes of July, Sept. and October will be reviewed at the November 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 Sept. 2009. Wendy included a Capital fund report. And noted that page 10 and 11 include funds for the playground and monies donated from Friends of the library. A few moments were given for the trustees to review the report.

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.

- Kathy Darrah made a motion to accept the June 2009 treasurer's report.
- Angela Levesque seconded the motion
- Motion carried
- All present voted for

**Finance Committee Report:**

Kathy Darrah gave the finance committee report. Kathy Darrah checked bills on 9/15/09 and 10/01/09 She noted two charges in question. Simplex billed GML \$263.00 and a \$63 bill from All Mode Communication. Kathy wants to speak with Brian regarding these bills. Sarah noted that Scott spoke to Simplex in an attempt to reduce the bills.

- Craig Lawson made a motion to accept the finance committee's report.
- Angela Levesque seconded the motion
- All approved

■ Motion carried

**Monthly Library Report:**

The Library Director took the time to share the library's report for the month of June. The report is included.

**Administrative**

- The LD provided the board with 3 quotes for the Construction project. Two of the companies noted that they could complete the project before the Holidays.
- The LD decided not to purchase the Heritage database. We will look in to purchasing it next year.
- Book sale revenue was \$593
- Utica Insurance reviewed our policy with Sarah. They had no stats on GML since 2005.
- The LD met with David Karre of 4CLS regarding the purchase of Envisionware. If it is purchased in conjunction with other libraries the cost will be less and 4CLS will install the program.
- The LD will probably hire another part-time worker.
- Two old computers will be sold at the next book sale. (CPU's only)
- Facility repairs are underway. The flagstone patio work has begun. Norwich Glass is providing a one year guarantee for the front glass re-caulking.
- Brian submitted a blanket purchase order for Curtis Lumber in the amount of Two hundred fifty dollars.
- Angela Levesque motioned to approve The P.O.
- Kathy Darrah seconded
- All approved
- Motion carried
- The LD presented the board with a price quote for National Fuel Resources Inc. The quote was 7.83 DTH. Since energy pricing changes daily the board decided if the quote maintains its feasibility someone from the finance dept. will stop by the library and sign the pending contract. It is due on Oct. 28, 2009.
- Kathy Darrah motioned to accept the current quote.
- Angela Levesque seconded
- all approved
- motion passed

## **Old Business**

### **Sick bank policy change**

The board was asked to approved changes to the Sick Bank Policy.

Angela Levesque motioned to accept the changes.

Barb Collins seconded

all voted in favor

Motion carried

### **Travel policy**

Kathy Darrah proposed changes to the travel policy. Using the the state travel and conference expense management guide as a reference, it was proposed that "Mileage will be calculated from GML to meeting or conference and return to GML, or the actual miles traveled, whichever is less."

•Craig Lawson motioned to accept the changes

•Kathy Darrah seconded

•all voted in favor

•motion carried

### **Union use of meeting room**

The board unanimously decided that the GML union can use the meeting room, free of charge.

### **Acceptable use policy action**

The board previously approved this policy.

### **Service star program**

In the past GML workers have participated in a program called service star. Staff recommends someone for a service star award. Names are then placed in a bucket. A name is drawn from the bucket and that person receives a gift certificate in appreciation for there work that month. Gift certificates are running out and the new LD would like the boards input on this program. It was decided that this was an area the Audit board had trouble with and it may require a policy or at least review at a latter date.

### **Revise the Purchasing Policy**

**This was tabled until November**

## **New Business:**

### **The Staff is requesting changes to the Staff Break room**

It was discussed and decided that money is not available for this project at this time.

### **Staff/Union Proposal for Days Off (July 4 Work Schedule)**

Kathy presented the board with a staff proposal from the union regarding days off. The board will review the proposal and discuss it at next months meeting.

**Playground Meeting**

Barb Collins met with Brain to discuss changes to the playground. There is \$18,000 available for this project. Books for this project will be reordered. Barb Collins donated more plants for the square planter out front of the library.

**New Computer position**

The LD spoke with Deb Deforester of Civil Service last moth regarding the IT position open at the library. There is a computer technician position available at a rate of \$ 10.83 per hour. It was decided that the board would have a special meeting on October 14, 2009 at 4:00 pm to discuss the IT position and review project renovation bids.

**Executive Session:**

At 9:15 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 10:25 pm.
- Barb Collins seconded the motion.
- Motion carried
- All present voted for

**Respectfully Submitted,**

**Angela Levesque, Secretary**