

## G.A.R. Library Trustees Meeting Minutes

6 March 2018

7:00 PM; G.A.R. Library

**Present:** Susan Babb, Marcia Sellos-Moura Sandra Capo, Fred Chanania, Wendy Reed, Amy Custance, Pam Atwood, Ann Dooley

**Absent:** Ginger Selman

**Recording Secretary:** Holly Cole

<b>Agenda Item</b>	<b>Outcome</b>
1. Discussion with Selectmen David Archibald & Glenn Kemper	1. Discussion centered around town closures and pay for hourly employees <ul style="list-style-type: none"><li>○ David reminded all that hourly employees cannot be paid for time they do not work.</li><li>○ Decisions for early library closure due to weather or unforeseen circumstances need to be run by the Chairman of the Selectmen though approval through text or email is acceptable.<ul style="list-style-type: none"><li>▪ If the Chairman grants permission for early closure, those scheduled hourly employees will be paid for the hours they are scheduled to work.</li><li>▪ If the Governor calls off “non-essential employees”, any scheduled hourly employees are still paid for those scheduled hours.</li></ul></li><li>○ If the Town grants a certain day “off”, the library can choose whether or not to take it. All scheduled employees are paid for that day (including hourly).</li></ul>
2. Approval of February 2018 Minutes	2. Meeting Minutes: <ul style="list-style-type: none"><li>○ Approved: Holly Cole, Amy Custance, Fred Chanania, Wendy Reed, Ann Dooley.</li></ul>

	<ul style="list-style-type: none"> <li>○ Abstained: Marcia Sellos-Moura, Pam Atwood due to their absence at the February meeting</li> <li>○ Voted against: Sandra Capo.</li> </ul>
<p>3. Director's Update</p> <ul style="list-style-type: none"> <li>a. Approval of new warrants</li> <li>b. Operational and financial updates</li> </ul>	<p>3.</p> <ul style="list-style-type: none"> <li>a. Warrants approved</li> <li>b. Announcements/Discussion Items: <ul style="list-style-type: none"> <li>○ Susan will touch base with David Archibald for any upcoming snow days.</li> <li>○ Susan to speak with the Town regarding a fax line as she repeatedly gets requests for fax service at the library.</li> <li>○ Susan is working with local resident Amy Friend on specs for a display case and bids.</li> <li>○ Brian Richards will build shelving for upstairs to help house some historic items from the attic.</li> <li>○ Susan has represented small libraries at the MVLC for 4 years and will be stepping down in July at the end of her term from this MVLC committee.</li> <li>○ Susan reports that discussions are ongoing for collaborative programming possibilities with Groveland and Merrimac Library Directors.</li> <li>○ There are 3 Trustees up for re-election who will be turning in their nomination papers with 22 signatures by the March 19<sup>th</sup> deadline.</li> <li>○ Susan will be submitting an Action Plan to MBLC by 12/1/18.</li> <li>○ Susan reported favorable circulation statistics this month.</li> <li>○ On March 30<sup>th</sup> Susan and other town employees will be</li> </ul> </li> </ul>

	<p>meeting with the new Town Manager, Angus Jennings.</p> <ul style="list-style-type: none"> <li>○ Susan described the Administrative calendar in the Director’s Report which alerts the Trustees of upcoming Library deadlines.</li> </ul>
4. Discussion on timing and election of officers following next Town election.	4 Motion made to change the May Trustees meeting due to Town election from 5/1/18 to 5/8/18 to allow the Trustees to elect new officers immediately following the election. Motion passed unanimously.
5. Update on Friends of the Library February Meeting	5 Amy attended the Friends meeting. Friends shared a new fundraising idea. This involves allowing the community to “Buy a Brick” to be placed in the outdoor walkway. The brick will be engraved with name of business or individual. Motion was made to approve the Friends of the Library to move forward with the Brick project. Motion passed unanimously.
6. Update on Bicentennial Celebration activities	6 The next meeting is on Saturday, 3/31. The group will work at the library to review the possible items/ artifacts to be displayed during the Bicentennial. The library’s focus will be on the history of the library and Susan shared that the summer reading programs will relate to this.
7. Discussion of Trustee By-Laws	7. Marcia provided background about the By-Law discussion. She stated that this review was prompted after Groveland lost their accreditation and that it became apparent that the Trustees should take a closer look to assure that our By-Laws can “stand the test of time”. Discussion included: <ul style="list-style-type: none"> <li>○ General agreement by the Trustees to leave the first two by-laws which include Name and Authorization and Membership unchanged.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Under the heading of responsibilities there was discussion about moving Point #5 to a new section titled, “Board meetings” and the new point #5 subject to discuss the Board of Trustees having the power to establish By-laws.</li> <li>○ There was discussion about Point #4 which Marcia and Fred had worked to revise regarding attendance of Trustee meetings. This circles back to Sandra Capo rejecting the Approval of February 2018 minutes, as she did not agree on Point #4’s previous meeting discussion.</li> <li>○ There was discussion about point #7 and how often the elected Trustees positions should be up for re-election including the chair position. Currently the chair and the library director meet ~1 week in advance of the Trustee meeting to discuss the agenda. Susan has concerns about changing the chair position annually, as there is a learning curve to this position.</li> <li>○ Pam suggested that when the By-Laws are complete Mike McCarron could review and make sure the proper legal terminology was included prior to final approval.</li> </ul> <p>The takeaway from all of the By-Law discussion was for the Trustees to thoroughly re-read the By-Laws prior to the April meeting and consider the future.</p>
<p>8. Review of Action Items</p>	<p>8.</p> <ul style="list-style-type: none"> <li>○ Marcia to get an update from the Trustees’ Financial adviser on the question that Fred noted in the Financial Update in the February meeting</li> <li>○ Trustees to review the By-Laws with the future in mind</li> </ul>

	<ul style="list-style-type: none"><li>○ Sandy Caputo to attend the Friends meeting on 3/14/18</li><li>○ Trustees to re-think how best to build each upcoming agenda</li></ul>
9. Adjournment	9. Meeting complete

Our next regularly scheduled meeting is set for: Tuesday, April 03, 2018 at 7PM.