

MINUTES OF BOARD MEETING

September 20, 2012, in the Library Conference Room, Chairwoman Piche presiding.

ATTENDANCE:

Trustees: Duprey, Fish, Griffin, Longbottom, Small, Webster

Excused: Widrick

Staff: Miller

Guest: Brian Kidwell, Mark Boyer, Scott McRoberts

1. **Call to order:** Meeting was called to order at 4:05 p.m.
2. **Public Comments:** None
3. **Disposition of Minutes of Previous Meeting:** *Griffin (Webster) moved to accept the minutes of the June meeting. Unanimously approved.*
4. **Statistical Report & Financial Report:** Reports were presented. Miller said that an increase in juvenile circulation was a direct result of programs provided by Donna Barr and her niece DeeDee this summer. Piche said she appreciated seeing the increases and complimented the staff for their hard work. *Fish (Duprey) moved to approve June, July and August expenditures. Unanimously approved.*
5. **Adjourned to executive session:** 4:13 p.m.
6. **Called back into public session:** 4:28 p.m. No report
7. **CSEA Contract:** *Duprey (Griffin) moved to ratify the CSEA Contract that was approved by the City. Unanimously approved.*
8. **Director's Report:** Report was presented.
 - a. **Central Library System:** The three-year draft plan for the Central Library System rejected by this Board last year is still in a condition that is not acceptable to our Board. A majority of the committee that has been developing this plan is representative of member libraries and not central libraries. Through his activities with the State Central Library Directors Organization, Miller has learned that Education Law says that the plan should actually come from the Central Libraries and not an ad-hoc committee. Miller and Flower Library Director Barbara Wheeler are proposing our own plan to present to the Central Library Boards. Miller may be asking the Board to approve this new draft plan at our October meeting. Miller will keep the board apprised of the situation through e-mail between meetings.
 - b. **Joint Automation Board MOU:** This Memo of Understanding is contains information to make sure the Library is aware of its responsibilities as regards to training

and updates with the SIRSI circulation program, as well as what the System will and will not do.

- c. Friends of the Library:** The Friends have come up with their own logo for T-shirts and other uses so the organization will have its own branding to be related to but distinct from the Library. Small voiced concern that this need not be an issue, however Miller said it was something that was important to the Friends.
 - d. Training Report:** Piche said she was happy to see the training report provided in the board member packets. Miller said more training has been able to be completed by taking advantage of Webinars that can be flexible and completed without travel. Staff members who have received training have been sharing with other staff.
 - e. Construction:** We are in line to be approved for a construction grant that will allow us to repair the stucco that is falling off the building. Miller and the Buildings and Grounds Committee will be meeting with the architect in the next few weeks.
 - f. Upcoming Events:** Staff is putting in place our Fall Learn4Life classes. A couple of writers with local ties will be featured at events this fall as well. There will be a short play before a discussion of end of life issues at the Freight House on Oct. 26, sponsored by the Friends. Miller is also looking into contacting book clubs to see about ordering multiple “book club copies” of titles they may be reading.
9. **President’s Report:** Piche went through the Strategic Plan and it was decided that the Personnel Committee will look into updating job descriptions and redeveloping performance evaluations. It was also requested that Stephanie be present at the October meeting.
10. **Committee Reports:**
- a. Buildings and Grounds:** No report.
 - b. Policy/Personnel:** No report.
 - c. Finance:** No report
 - d. Nominating:** No report
11. **Old Business:** None
12. **New Business:** Volunteers and staff will be restarting the Music and Movement program in early October and there will be a teen class on writing HTML code.

Meeting adjourned at 5:33 p.m.
Respectfully submitted by

Amee M. Longbottom, Secretary