

**Minutes for Pierson Library Trustees' Meeting**  
**Thursday June 16, 2016**  
**7:00 pm Pierson Library Conference Room**

**In attendance:** Ruth Hagerman, Cathy Townsend, Erin Heins, Laureen Mathon, Barbara Comeau, Bonnie Christie, Jane Osborne McKnight; Cooper Birdsall, Josh Ashooh  
Lara Keenan, Director

1. \*Approval of Agenda. Jane moved to approve the agenda, Laureen seconded. Motion passed unanimously.
  - 2.\*Approval of Minutes of May 19 2016. Jane moved to approve the minutes, Bonnie seconded. Motion passed unanimously.
  3. Public Comment – none.
- (Barbara arrived)
4. Treasurer's Report – Barbara presented report.
  5. Director's Report – Lara reviewed her report. There is a new ceiling leak that needs repair and will require use of budget funds. A building air quality test is being done on July 5, 2016. There is a musty odor in parts of the building.
  6. Friends Update – Cathy provided Friends update. Friends paid for summer reading program for kids. Book sale will be October 6, 7, 8 in the old Town Hall.
  7. Library Building Steering Committee Update. LBSC is interviewing architects/builders that responded to RFQ. Trustees discussed new name of building fund. Lara will discuss fund name further with LBSC.
  8. Building Tour. Trustees viewed problem areas of current building.
  9. \* Consider approving purchases for children's area. Cathy presented ideas of purchasing new shelving for puzzles and redoing craft table in children's area. Total for both projects would be \$1455. Bonnie moved to have Trustees pay for these projects, Laureen seconded. Motion passed unanimously.
  10. Discuss changes to policy manual and new policies

Wine and beer policy. Cathy moved to provisionally adopt draft wine and beer policy subject to review by Town, Bonnie seconded. Motion passed unanimously.

Volunteer Policy: Jane moved to approve draft policy, Laureen seconded. Discussion of policy and decision to revise further before next meeting. Erin to draft revision. Motion to approve tabled until next meeting.

Gift Acceptance Policy: Discussion of draft policy. Lara to talk to Meaghan about possible revisions to current draft and report back before August meeting.

Discussion of existing Policy Manual Revisions: Bonnie moved to approve the policy manual as amended, Jane seconded. Motion passed unanimously.

11. Review Directors job description for fall evaluation planning

Discussion of Lara's job description. Discussion of amount of time spent on fundraising. Discussion of amount of time spent on outside community involvement. Lara was encouraged to not overcommit to non-library activities.

(Jane left meeting)

12. Shelburne Day plans (August 20)

Discussion of Shelburne Day plans. Trustees to sign up to help at booth. Cathy will see if smoothie bike is available.

13. Next meeting August 18, 2016 7:00 PM

14. Meeting adjourns. Lauren moved, Barbara seconded. Motion passed unanimously. Meeting adjourned at 10:00 p.m.

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