

Draft Minutes for Pierson Library Trustees' Meeting
Thursday August 18, 2016
7:00 pm Pierson Library Conference Room

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

1. *Approval of Agenda. Laureen moved to approve the agenda, Erin seconded. Motion passed unanimously.
- 2.*Approval of Minutes of June 16, 2016. Bonnie moved to approve the minutes, Laureen seconded. Motion passed unanimously. Approval of Minutes of Special Meeting from July 20, 2016, Laureen moved to approve minutes, Bonnie seconded. Motion passed unanimously.
3. Public Comment – none.
4. Treasurer's Report – Barbara presented report.
5. Director's Report – Lara reviewed her report. Discussion of problems with roof. Discussion of staffing needs currently and going forward and report requested by Town Manager.
6. Friends Update. Friends did not meet this month. Thank you Friends for help with carpet cleaning!
7. Library Building Steering Committee Update. Lara provided update. Working with VIA on planning has been proceeding well. Upcoming dates: Aug. 30 trip to Waterbury to view new library/town building; Sept. 15 public presentation of plans at Shelburne Vineyard from 6-8 p.m. Meaghan Downey is no longer under contract as the professional fundraiser on the project.
8. Executive Session to discuss staffing concerns

Jane moves to go into executive session to discuss confidential staffing concerns and invite Lara to join, Bonnie seconded.

Jane moved to exit executive session at 8:06, Laureen seconded, motion passed unanimously

9. Accept final versions of new policies:

a) Alcohol policy presented as amended by Joe Colangelo:

Jane moved to adopt Joe's revisions to previously approved policy except for the following:

- i. Punctuation changes
- ii. Language added to 5(b) as new section 5(b)(ii) to state that a staff member be present at BYOB events.

- iii. BYOB policy will be enacted on a trial basis of six months.
- iv. Section 5(a) should be revised to delete “If” and change “3a” and “3b” to “4a” and “4b”
- v. Deletion of Section 6(c)

Bonnie seconded motion.

Motion passed 4-2.

Lara will send approved changes to policy to Joe Colangelo for incorporation into policy to be presented to Selectboard

b) Background check policy presented for final discussion

Laureen moved to approve the revised background check policy and add it to the Pierson Library Policy Manual; motion seconded by Bonnie. Motion passed unanimously

10. Continued discussion of planned giving policy

Laureen presented planned giving policy as revised since last meeting. Since last meeting Library Steering Committee has adopted its own policy. Discussion of need for separate Trustee policy.

Laureen will revise a simple planned giving policy for Trustees to review in September.

11. First reading of new policies

Bonnie presented proposed changes to patron conduct policy. To be discussed further and voted on at next meeting.

12. Consider deleting Historical Collection policy

Agenda item postponed until next meeting.

13. Consider financing additional cleaning of Library 1 Sept to Jan 2017

Laureen moved to continue paying for cleaning services through Jan. 1, 2017 at a price of \$550 per month which includes twice weekly cleaning and approximately 4-6 hours of cleaning per week; Erin seconded.

Motion passed unanimously.

14. Introduction to FY2018

Ruth presented budget process for next fiscal year. Trustees to think about and discuss at next meeting.

15. VCF account types update

Agenda item postponed until next meeting.

16. Naming rights update

Agenda item postponed until next meeting.

17. History updated

Bonnie showed historical documents that she has located. She will get protective boxes for them. Rest of historical update postponed until next meeting.

18. Shelburne Day, August 20, 2017

Trustees to volunteer at library booth according to agreed-upon schedule beginning at 8:30 a.m.

19. Special meeting for director review to be scheduled on either September 1 or September 8 or added to agenda for regular meeting on September 15.

Next regular meeting, September 15, 2016 at 7:00 p.m. in library conference room.

20. Meeting adjourns. Laureen moved to adjourn; Barbara seconded.
Motion passed unanimously.
Meeting adjourned at 9:08 p.m.