

Draft Minutes for Pierson Library Trustees' Meeting
Thursday October 20, 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 agenda with Director's report added to draft agenda, Erin seconded. Motion passed unanimously.

3. *Approval of Minutes of September 15, 2016. Cathy moved to approve, Bonnie seconded. Motion passed unanimously.

Approval of Minutes from Special Meeting of September 26, 2016. Cathy moved to approve, Barbara seconded. Motion passed unanimously.

4. Public Comment – none.

5. Treasurer's Report – Barbara presented report.

6. Discussion of funding of Project Manager position. Last month trustees voted to fund a Project manager.

Erin moved that Trustees fund interim hire because Project Manager position discussed at last meeting was not yet posted and help was needed immediately. Trustees' donation to both interim and Project Manager position is capped at previously approved amount of \$11,250. Barbara seconded. Cathy abstained. Motion passed 5-1.

7. Director's Report – Lara reviewed her report. Lara also reported that the library alcohol policy will be on Selectboard agenda later this month.

8. Friends Update. Cathy gave report. Friends did not meet but had book sale last month. Book sale was fantastic. November 10, 2016 meeting will be the annual meeting.

9. Library Building Steering Committee Update. Lara provided update of ongoing events and charrettes. Trustees encouraged to attend and support events.

10. Update on request to Town Manager for services. Requested services are being provided.

11. Accept final version of Gift Policy. Laureen presented final version. Bonnie moved that we accept policy, Jane seconded. Motion passed unanimously.

Discussion of volunteers at library. Jane moved that Lara order nametags for volunteers, Erin seconded. Motion passed unanimously.

12. Finalize CBC report. CBC will be presented Tuesday, October 25 at Select Board meeting. Trustees encouraged to attend.

13. New Federal Mandates on overtime. Barbara discussed federal mandates and proposed using a time clock for library staff.

Bonnie moved that Lara purchase a time clock to use for staff and implement policy that all employees use time clock to make sure in compliance with federal regulations. Cathy seconded. Motion passed unanimously

14. FY2018 budget, finalize narrative. Discussion of narrative to be presented to Town Manager. Ruth to submit this week.

15. Update on a proposal to consolidate Town Hall into the Library Department. Barbara presented on current uses of Town Hall. Discussion of pros and cons.

[Erin left meeting at 8:50]

16. Expenditures for Campaign. Lauren moved to authorize expenditures of up to \$1000 for annual campaign, Barbara seconded, motion passed unanimously

17. Reimbursements for VDL Annual. Lauren moved to authorize expenditures of up to \$150 for Trustee registrations to VDL Annual Trustees/Friends Meeting, Cathy seconded. Motion passed unanimously.

Jane requested that a report back be made.

18. Adjournment. Bonnie moved to adjourn, Lauren seconded, motion passed unanimously.

Meeting adjourned at 8:59.

Next meeting November 17, 2016, 7 pm