

Pierson Library Board of Trustees Meeting Minutes (draft)
January 18, 2018
7:00 PM

Library Conference Room

In attendance: Barbara Comeau, Ruth Hagerman, Laureen Mathon, Jane Osborne McKnight (via phone), Kevin Unrath, John Boscia (via phone), Lisa Merrill, Cathy Townsend, Luke Sweeney

1. Called to Order 7:01 p.m.
2. *Approval of Agenda – Barb moves to accept agenda, Laureen seconded. Approved unanimously.
3. *Approval of Minutes of November 16, 2017, December 7, 2017 and January 11, 2018 – Lisa moves to accept minutes of November 16th with change to meeting of November 6th; it was not unanimously approved, but approved by Ruth, Jane, Lisa & Cathy, who were the only Trustees at the meeting. Cathy seconded. Laureen moves to accept minutes of December 7th meeting. Lisa seconded. Motion approved by all but Jane who was absent from meeting. Jane moved to accept January 11th minutes. Barb seconded. Motion approved by all but Ruth who was absent from the meeting.
4. Public Comment – No public comments
5. **Treasurer's Report** –We now have ability to accept stock donations and have a process for depositing them. Library bought a fire proof safe and satchel to keep donations prior to them going to the Town. We are also entering donations into Little Green Light in a consistent manner so that all donations to library get entered the same way.
6. **New Library and Town Center Project** – Kevin discussed owner's project costs – outside of construction and architectural work such as FF&E (fixtures, furniture and equipment).

Luke Sweeney arrived 7:29 p.m.

Design- Some of Trustee and staff changes have already been made to the building design

Temporary Building – subcommittee with Cathy and Kevin will begin discussing now.

7. Discuss temporary Library opening hours per DRB request to VIA – The project is a planned unit development for the whole complex. There was interest in the library opening hours in the temporary space. Discussion of difficulty of determining this now.

Jane exited meeting 8:07 p.m.

We discussed planning to maintain same hours to start with in temporary space, but we can adjust hours as needed.

8. *Accept changed wording to **Gift Policy** re. stock donations – Current gift policy states that Trustees will agree to accept gift donations. Discussion of amending the gift policy so we can accept donations without the board having to call a special meeting. We will make a motion next month to amend the gift policy to state that the Chair and Treasurer may provisionally accept a donation to the library pending full board approval.

9. Discuss **Town personnel policy manual and social media policy** – Social media policy; we were uncomfortable with it and gave feedback to Town. Discussion of where we are now with both of these items.

Luke exited meeting 8:30 p.m.

10. Establish Director's Review committee – Lisa and Laureen volunteered to be on committee.

11. Director's Report –Presented potential new logos for library and Town Center Project. Future Design donated their services to design these logos.

12 Friends Update – Discussion of book sale in March 22nd – 24th. Also discussed the standardization of membership and donations using Little Green Light database. Will stop taking donations for book sale and then will wait until new building to resume.

13. Next meeting, **February 15, 2018**

14. Meeting adjourns – Barb moves to adjourn meeting. Lisa seconded 9:00 p.m. Motion passed unanimously.