

Pierson Library Board of Trustees Minutes (Draft)
September 19, 2019, 7:00 PM
Second Floor Conference Room, Pierson Library

In attendance:

Trustees: Ruth Hagerman, Lisa Merrill, Jane Ribolini, Cathy Townsend, John Boscia, Barb Comeau

Director: Kevin Unrath

Public: Charlotte Albers

1. Call to Order 7:04 PM
2. Approval of Agenda – Jane moved to approve the agenda with amendments to the two #9's to make them 9a. and 9b. Lisa seconded. Motion approved unanimously.
3. Approval of Minutes of July 18, 2019 – Lisa moved to approve minutes of July 18, 2019, Laureen seconded. Motion approved with John and Jane abstaining.
4. Public Comment - None
5. Treasurer's Report – Barb presented reports for July and August. Discussed future commitments for programs, artwork, website, Giving Tuesday is coming up on December 3rd and we usually do a flyer for Shelburne News, are we still doing this? Discussion of wanting to continue this tradition and we will put a flyer in again this year.
6. Director's Report – Kevin reported that the move went extremely well and volunteers were very well coordinated having learned from last year's move how to make things work smoothly. Great opening day and we had excellent coverage in the media. Report of the statistics from opening day - 4 ½ times the materials checked out and over 2 dozen new library cards issued! Jane would like to credit Kevin & his staff for keeping up with programming and services during the temporary move. This will be passed along to staff. Discussion of cleaners bid. Based on first floor twice a week, 2nd floor and Town Hall cleaned once a week. Friends member preview for Book Sale is evening of October 24th, and October 25th and 26th. They will start accepting books this Saturday.
7. Interview for Opening on Board – Charlotte Albers interviewed for position that is now open due to resignation of Cathy Townsend.
8.
 - a. Discussion addressing sensitivity of subject matter - We agree that subject matter is sensitive and we want to enter executive session to discuss the open position.
 - b. Barb moved that this matter is sensitive and we should enter executive session for discussion, John seconded, Motion passed unanimously.
 - c. Laureen moved to enter executive session for the purpose of considering making an appointment to fill a vacancy on the Board. Lisa seconded. Motion passed unanimously.
 - d. Jane moved to exit executive session. Barb seconded. Motion passed unanimously.

e. Lisa moved to nominate Charlotte Albers as Pierson Library Trustee to fill the remainder of Cathy Townsend's term from October 18, 2019 to March, 2020. Laureen seconded. Motion passed unanimously.

9a. Jane moved to appoint Lisa Merrill as Chair of the Board effective October 17, 2019. Barb seconded. Motion passed unanimously.

9b. Discussion of library alcohol policy and Town alcohol policy as recently updated by Selectboard. The Board decided to postpone acceptance of the Town policy for now. Ruth will ask Lee some questions on this policy and we will revisit it.

10. Discussion of the updated Town Building Use and Reservation policy.

11. Discussion of License Agreement between Shelburne Historical Society and the Town. Discussion of their exclusive space and shared spaces in basement of Town Hall.

12. Discuss Town Budget schedule – Our role is to assist Kevin in developing and presenting the budget. The budget gets approved in January. December is first meeting for us to present it publicly. We should pass it in November meeting which means discussing it in October. Lisa and Kevin can meet in October and present a draft at our next meeting for us to discuss.

13. Next meeting, **October 24, 2019** (changed from October 17th due to conflicts)

14. Meeting adjourned – Laureen moved to adjourn meeting 8:43, Cathy seconded. Motion passed unanimously.