

Newington LBOT Meeting Minutes 8/18/15

Present: Trustees Steve Bush (S), Lillian Wilson (LW), Jack O'Reilly (J), Lee Lamson (L), Patty Borkland (P), Trustee Alternate Cathy Hazelton (C)

Meeting called to order by Chair S at 6:04

Minutes: Moved by L, seconded by LW to accept the public minutes of 7/21/15,. Accepted 4-0. P abstained (was not at meeting).

Treasurer's Report: (Available in the library). Budget is on track for the year with some line items above and some below projections. Report was reviewed in detail. Discussed how remaining Trust funds in the bank, can be spent.

Director's Report: (Available in the library). Report was provided to the LBOT Prior to the meeting:

- Personnel policy changes: Moved by LW and seconded by P to approve the changes proposed by the Director. Approved 5-0
- Request to add Library Assistant Heather Lindsay to the Library Facebook account as an administrator. Moved by LW and seconded by L to approve the request. Approved 5-0.
- Staff offsite meeting. Moved by L and seconded by P to fund the meeting's food to show appreciation for the staff's loyalty and professionalism. Approved 5-0.
- Moved by J and seconded by L to approve a particular staff pay increase requested by the Director. Approved 5-0.

Building Items:

- A piece of window trim batten board has broken off of the building. J will take the lead on this.
- J reported that a dark substance found on the cellar stairs is from lubricant used to join the sprinkler system pipes and is not a problem.
- J is working with the contractor who previously painted the parking lot lines to have the handicap space moved.
- S reported that there are pine needles in the back gutters. We need to find someone to clean them out. Discussed the possible, eventual installation of guards to prevent more detritus accumulation.
- The big clock in the main area no longer works. The Director will be asked to look into a replacement.

Job Descriptions: Moved by J and seconded by L to approve the Director and Administrative Coordinator job description changes proposed by the Director. Approved 5-0.

Movie Night: There was not a high attendance at the two sessions presented this year. Some of that could be weather related. The LBOT will reassess the program prior to next summer.

Trust Funds: S represented the LBOT in court for a hearing on the reimbursement. The judge requested our attorney to provide a written motion for judgement/settlement. S feels LBOT presence will no longer be required in court.

Correspondence: L feels that all correspondence concerning library business should be sent directly to the library instead of individual's residences. All agreed.

Library Cards/Accounts: The Director has suggested that a policy change be approved so that all patron cards can be issued to individuals versus families. Moved by L and seconded by P to allow the Director to proceed with having each individual who uses the library to have their own "card". If parents prefer, they may still have children under their card. This will coincide with September's being the National "Get a Library Card" month. Approved 5-0.

Library Policies: Many are coming due for review for updating/re-approval at the October LBOT meeting. S will send out the list so that each Trustee can take on reviewing a portion.

Next Meeting: Regular business meeting will be held at 6:00 on 9/15/15.

Adjournment: At 7:30, moved by J, second by LW to adjourn. Approved 5-0.

Respectfully Submitted

Jack O'Reilly