

Boyden Library
Board of Trustees
Minutes of Monthly Meeting
Tuesday, May 3, 2016

7:00 pm Welcome and call to order Kevin Penders.
Attendees: Trustees Kevin Penders, Deb Stone, Joe Lally, and Collin Earnst. Also present Library Director Manny Leite and Friends' President Dave Crimmins. Absent: Trustee Tom Magee and Trustee Sue Burlone.

Election of Officers and Board Reorganization:

As Chairperson, Deb Stone nominates Kevin Penders; Joe Lally seconds; approved 4-0. As Vice-Chairperson, Kevin Penders nominates Tom Magee; Joe Lally seconds; approved 4-0. As Secretary, Joe Lally nominates Deb Stone; Collin Earnst seconds; approved 4-0.

The results of the reorganization of the sub-committees is as follows: **Budget/ADCOM** – Kevin Penders and Collin Earnst; **Gifts** – Deb Stone and Sue Burlone; **Personnel** – Joe Lally and Tom Magee; **Library Technology** – Collin Earnst with second seat to be decided at the next meeting; and **Friends** – no sub-committee.

Minutes The minutes of the April 5, 2016 meeting were reviewed. Joe Lally made a motion to approve; Collin Earnst seconds; approved 4-0.

Correspondence

Trustee Penders received an invitation to the Open House at LLB Architects to be held on May 19 if any Trustee would like to attend.

Friends' Report

Friends' President Dave Crimmins reminded the Trustees of the upcoming book sale scheduled for May 12, 13 and 14. The membership drive is ongoing. He also commented on the success of the Friends Bookshop.

Professional Staff Reports

The April 2016 staff reports were reviewed with a brief discussion about expanding the Sunday Music Program to two per month from mid-October through April.

Financial Report

The March 2016 financial report was reviewed.

Director's Report

The director's report was reviewed. Manny passed out new Boyden Library notepads to the Trustees. The Trustees then reviewed four different kinds of paper stock and chose #70 Text White Linen for the new Boyden Library letterhead paper.

Manny notified the Trustees that staff member Traci Lorenz would be replacing Anita Walton as Library Assistant – Technical Services beginning Monday, May 9 and the posting for Traci's former position would be on the Town's website on April 25. He also notified the Trustees of the posting of the IFB for custodial services and that there were currently seven interested parties. The bid close date is Monday, May 9 at 5:00 pm and the bids will be opened on Tuesday, May 10 at 1:00 pm.

Liaison Reports

No reports at this time.

Trustee Sub-Committees

No updates from any sub-committees.

New Business

Proposed Summer Hours

The proposed summer hours are:

- Last Saturday open 10-5, June 25
- Close on Saturday July 2, Sunday July 3 and Monday July 4 (Independence Day)
- Open 10-1 Saturday July 9, 16, 23, 30 and August 6, 13, 20, and 27
- Close Saturday September 3, Sunday September 4 and Monday September 5 (Labor Day)
- Resume Saturday 10-5, Saturday September 10.

Trustee Penders makes a motion to adopt the summer hours as proposed by the Library Director; Collin Earnst seconds; approved 4-0.

Reminder Town Meeting will be held on Monday, May 9.

Policies

Director Leite presented to the Board a Confidentiality of Patron Records policy, an Exam Proctoring Policy and a Service to Decertified Libraries policy. After a review of each of the policies, Kevin Penders made a motion to adopt the policies as presented; Deb Stone seconds; approved 4-0.

Items for Next Agenda

Long Range Plan
Beyond Books Gift Account
Bill/Payroll Signing

Next Month Meeting Date

June 7, 2016

8:05 pm Joe Lally mad a motion to adjourn; Collin Earnst seconds; approved 4-0.

Respectfully submitted,
Deborah J. Volpini