Approved Minutes of the Board of Library Trustees—June 4, 2014—7:10PM

Present: Ed Cook Louise Price Steve Russo David Partridge Eileen Labak Myra Emmons, Director

Also Present: Ann Somers

**Upon motion by David, Eileen Labak was nominated as Secretary, seconded by Steve. Voted in the affirmative by Louise, Steve, David, Ed.**

**OLD BUSINESS  
Minutes:  
Upon motion by Louise, seconded by David, it was moved to accept the minutes of the May 6th as written. Voted in the affirmative by Ed, David, Louise, Eileen, Steve.**

**Upon motion by Ed, seconded by Steve, the minutes of the non-public session were unsealed. Voted in the affirmative by Ed, David, Louise, Steve. Eileen abstained.**

**Treasurer’s Report:**-See attached report.  
-David has taken over the Treasurer position. There was a discussion about the new computer, which has been purchased/set up. David is using the new computer for Treasurer duties.  
-There was a discussion regarding the loss of two Library sponsors who had sponsored a large number of print and audio books. Myra may do another sponsor drive. .

**Director’s Report:**-Myra submitted the Director’s Report (see attached).  
**-Upon motion by David motion, seconded by Ed, it was moved that the board authorize Myra to hire a Summer Page position at $8.50/hour. The position will run from mid-June to mid-August and comprise 8 hours a week, totaling 64 hours. Motion passed in the affirmative unanimously.**

-There was a discussion of the problematic door upstairs and any related/potential safety issues. The door is not a safety issue at this time.   
-The Library received an email stating the town might delay the painting of the Library and annex for budgetary reasons.

**NEW BUSINESS**  
-There was a discussion regarding the benefit of purchasing Chrome boxes over Chrome books. It was decided to purchase Chrome boxes in a staggered fashion so as to get patron feedback and assess impact on budget. Four chrome boxes will be purchased along with a PC and monitor which could be used at the circulation desk.  
**-Upon motion by Ed, seconded by Steve, it was moved that the board authorize David to place the order for 4 chrome boxes, as well as a pc with monitor for a total of $1510.20. Motion passed in the affirmative unanimously.**

-The Friends of the Library want to consign the card catalog, which has been in storage.   
**-Upon motion by David, seconded by Ed, it was moved that the Board of Trustees donate the Card Catalog to the Friends. Motion passed in the affirmative unanimously.**

-Ed received a request that we have Library Trustee meetings streamed. There was a discussion regarding whether the Town Hall space where streaming is possible would be available for meetings, or whether to install streaming capability in the Library. The level of interest in Trustee meetings does not seem to justify the expense of installing streaming equipment.   
-Direct Deposit has been requested by the Library staff and director. There was a discussion regarding the cost of the service. Myra and David will research whether current financial provider could handle direct deposit and what he would charge for that service. Myra will also check to see what the Town pays, and get detailed cost information from Paychex.

**Public Input:**-Landscaping: Ann Somers asked about landscaping around the Library. There was a discussion of future plans for landscaping, particularly in the front, where weather and pests have killed off some landscaping. It was decided to clean up the area for now and address planting in a future meeting.

**Review of the Employee Handbook**The Board reviewed the Employee handbook.  
**Eileen made a motion to make the changes to the Employee Handbook as introduced by Myra. David seconded. Voted unanimously.**

**ADJOURNMENT  
David moved to adjourn the meeting at 9:07 p.m. Ed seconded. Voted unanimously.**

The next meeting will be Tuesday, September 2, 2014 at 7 p.m.

Respectfully submitted,

Eileen Labak, Secretary