

Pierson Library Board of Trustees Minutes (Draft)

January 17, 2019

7:00 PM

Town Offices

In attendance:

Trustees: Ruth Hagerman, Lisa Merrill, Jane McKnight Ribolini, (on phone) Laureen Mathon, Barb Comeau, Cathy Townsend
Kevin Unrath, Library Director

1. Call to Order 7:06 pm
2. **Approval** of Agenda – Lisa moved to approve, Laureen seconded.
3. **Approval of Minutes of November 15, 2018** – Cathy moved to amend the minutes to note who wrote the minutes in absence of secretary, add Kevin to list of attendees and amend Lee’s title to Interim Town Manager., Barb seconded. Minutes approved unanimously.
4. Public Comment - None
5. **Treasurer’s Report** – November and December reports. PayPal transfer outstanding for Town Project and an open reimbursement. Discussion of revenues and how they are accounted for. Laureen moved that the library income that consists of copier fees, miscellaneous and material replacement fees be deposited into the Trustees account for the use of the Library Director at the discretion of the Trustees. Barb seconded. Motion passed unanimously.
6. **Director’s Report** - December program numbers were lower this year. Circulation and building usage were higher than we were tracking so far at temporary location. Launched self-check for books to help save on staff costs. Discussion of budget issues.
7. Project update – Discussion of progress, design committee is selecting colors and design of materials.
8. Policy manual review (final acceptance February) – Discussion of proposed revisions to policy manual.
9. Review of Trustee Terms – Jane, Barb & Lisa’s terms expire in 2019, next month they will need to let us know if they are going to continue so we can interview new candidates prior to new term.
10. Process for reviewing Director’s Annual Goals – Jane, Ruth & ~~Cathy~~ Lisa will begin this review process and reach out to Kevin regarding his goals in July. His review has been changed to coincide with the fiscal year.
11. Next meeting, **February 21, 2019** (Barb will be out, Jane can call in from FL)
12. Lisa moved to adjourn the meeting at 8:54, Cathy seconded.