

## Randall Library Trustees

### Meeting Minutes

**Date:** September 21, 2017

**Location:** Randall Library

**Present:**

Marianne Sharin

Rick Lent

Maureen Busch

Kathy O'Brien

Bob Katz

Melissa Fournier, Library Director

**Absent:**

Barbie Wolfenden

Tim Reed

**Agenda:**

1. Approval of minutes (5 min)
2. Action Items from previous meeting (5 min)
3. Discuss formation of new group
  1. Review Charter
  2. Establish Composition

**Decisions:**

Board voted to form a Strategic Plan Subcommittee. Board voted on the composition of the committee. Board voted on the Trustees to sit on the subcommittee.

**Action Items:**

Action Item	Responsible	Due date	Completed
Research documentation giving Trustees authority to manage funds	Tim	December	
Contract for Bob	Marianne	October	
Post request for community members for Library Subcommittee	Marianne	October	

**Minutes**

Meeting called to order at 7:40 p.m.

Minutes: Kathy moved that the minutes be approved as amended. Rick seconded. Unanimous vote.

Action items – On track.

Discussion regarding working group vs. subcommittee:

Subcommittee

- Subcommittee is appointed by the Trustees, reports to the Trustees
- Subject to Open Meeting Law (post agendas and minutes, meetings open)

Working Group

- Appointed by Bill Wrigley, report to Bill, not Trustees
- Not required to adhere to requirements of Open Meeting Law (e.g. don't have to have agenda posted 48 hours before the meeting)

Kathy made a motion that the Trustees form a strategic goals subcommittee to gather information regarding the predictive demands for Library services and ways of meeting those demands as related to the library physical structure. Rick seconded the motion. Vote was unanimous.

Discussion then moved to the composition of the subcommittee. Consensus was that the subcommittee should be composed of:

- Library Director
- Two Trustees
- A representative of the Building Department
- Three "customers" who represent a cross section of the community

Trustees discussed who on the board is available and interested in being on the subcommittee, as well what kind of a time commitment this is likely to entail.

Kathy made a motion to appoint Marianne and Barbie to be the representatives of the Trustees on the subcommittee. Maureen seconded. Vote was unanimous.

Rick made a motion that the Library Director be a member of the subcommittee. Kathy seconded. Vote was unanimous.

Marianne made a motion that the Trustees request that Building Department appoint a representative to the subcommittee. Rick seconded. Vote was unanimous.

Marianne will post the notice for the 3 community members.

Rick made a motion to adjourn the meeting. Bob seconded. Vote was unanimous. Meeting adjourned at 8:27

Respectfully submitted,

Maureen B. Busch