

## **Randall Library Trustees**

### Meeting Minutes

**Date:** November 1, 2017

**Location:** Randall Library

**Present:**

Marianne Sharin

Barbie Wolfenden

Maureen Busch

Kathy O'Brien

Bob Katz

Melissa Fournier, Library Director

**Absent:**

Tim Reed

**Agenda:**

1. Public Comment (5 min)
2. Review and vote on Notice of Vacancy (10 mins)
3. Discussion of composition of the proposed Library Use Committee (10 Min)

**Decisions:**

1. Approved the Notice of Vacancy proposed by Melissa

**Minutes**

The meeting was called to order at 7:35 p.m. by Vice Chair Barbie Wolfenden.

Melissa distributed copies of the Notice of Vacancy for the Library Aide to replace Pat Sacra when she retires. This is not a benefitted position because it is only 16 hours/week.

Kathy made a motion to accept the Notice of Vacancy presented by Melissa and to authorize Melissa to proceed with the posting and interview process. Bob seconded the motion. Passed unanimously (5-0-0)

**Updates:**

Melissa provided updates on the renovation:

- Request for bids for the interior work went out today
- Walk through with the architects November 7

There is a leak in the upstairs men's restroom upstairs as a result of water backing up due to gutters clogged with leaves. Building Dept. will fix.

The Halloween candy collection for the V.A. Hospital has gone well.

Melissa will be ready to present preliminary budget at our December meeting. Peter McManus is our liaison from the Finance Committee and will be attending that meeting. There was discussion regarding exactly what should be included in the budget and what other materials should be a part of the budget discussion:

- Budget should reflect income sources other than the town that support the library, such as money from the trust, the Hale Fund, Friends of Randall Library, etc.
- In addition to the preliminary proposed budget, the Trustees would like a copy of the FY18 budget as approved, as well as a report on actual spending against the line items (are expenses tracking the budgeted amount).

Melissa requested feedback on the possibility that she be the chairperson of the Library needs/use subcommittee when it is formed. Questions/discussion about whether this would be too much to handle on top of being Library Director. Melissa will use some of the information gathered to shape the strategic plan she will be submitting to the state, so she feels it may make sense to be the chair and guide the process. Trustees will think about it and the discussion will continue at our next meeting.

Bob has had email discussions with Bill Wrigley and Pam Landry regarding his agreement (contract) with the Trustees to manage the trust and act as treasurer. The Trustees will have to vote on the agreement when it is ready.

Send any suggested agenda items for the next meeting to Barbie as soon as possible.

Kathy moved to adjourn the meeting. Barbie seconded. Unanimous vote to adjourn. Meeting adjourned at 8:25 p.m.

Respectfully submitted,

Maureen B. Busch