

## **Randall Library Trustees**

### Meeting Minutes

**Date:** November 27, 2017

**Location:** Randall Library

#### **Present:**

Marianne Sharin

Barbie Wolfenden

Tim Reed

Maureen Busch

Kathy O'Brien

Bob Katz

Melissa Fournier, Library Director

#### **Agenda:**

Approval of Minutes - Maureen

Budget – Melissa and Board

Use Committee for future Renovation (strategic subcommittee) Kathy and Melissa

Discussion on the management of library funds – Tim Reed and Bob Katz

Resolution of Chair position, if possible

Report on Friends' activities – Barbie

Opportunity to comment on extension of hours issue – no decision yet is needed

New Business

- Report from Kathy on MCLB seminar
- Barb's great idea

#### **Decisions:**

Tim will serve as chair for the remainder of the board's term.

Barbie will serve as vice chair for the remainder of the board's term.

Next meeting will be Thursday, December 14, instead of Wednesday, December 13.

#### **Minutes**

Meeting called to order at 7:38

Minutes from November 8 meeting not ready – will be approved next time along with these.

**Budget:** The budget worksheet shows a jump. Capital item: carpeting estimated at \$23802.

Since this is a capital request, it will have to be voted on as a separate item, so the operating budget that is submitted should it be \$261905.77. Part 4 of the budget worksheet that is submitted to the town is capital items. However, if we were to move forward with a renovation

project, does it make sense to request the carpet? The total for carpet includes putting carpet under the shelves. (about \$4K less if we don't move the shelves and therefore don't put new carpet under them)

*Furniture for the restoration* – Friends of the Library will be funding it. Restoration committee will be meeting 12/13. Bids for restoration work are coming in higher than expected.

Renovation will include the children's section.

*Salaries*: Discussion about salary line items – includes increases for Chris and Olivia

Need to have a review of the pay scales of the library aides – low compared to comparable towns, but they are asked to do more than aides in larger libraries with larger staffs.

*Use committee for future renovation* – Marianne had a description that was rejected by town clerk; clerk recommends changes. Assuming the posting goes up and we get letters of interest, we will have to select the members of the subcommittee. The subcommittee will probably need some money to fund a survey, lunches at the library, etc.

*Management of library funds*. Difference of opinion about how to handle funds. As an example, the Hale Trustees have in the past paid a bank \$6K to manage a similarly sized trust.

Advantage of a managed fund:

- Reporting on performance.
- Will automatically maintain allocations that we have set instead of us having to reallocate the funds. We (our treasurer) would still monitor the performance. When we have a contract with Bob, he can make a presentation about fund managers.

Tim made a motion to accept Bob's contract to advise on financial matters. Marianne seconded. Unanimous (6-0-0)

Bob sent request to State's Attorney to comment on the contract.

MBLC workshop: Kathy attended a Trustees workshop presented by the MBLC on November 18. Some of the highlights were:

- Review of Director should always be held in public (open meeting)
- Any subcommittee must be an open meeting with a posted agenda and minutes
- Should always have the director at every meeting unless it is an emergency
- Remember that emails should not have discussion because that violates open meeting law (e.g. if a member sends information out to the committee, don't reply-all)

There was some discussion about the director's review being held in open meeting. Keep in mind that the form used for the director's review is vague.

*Barbie's great idea:* approach the neighbor about the little building and connect it to the children's section for an expanded section. Can the lot be subdivided? What are the lot sizes? Barbie should get info about the feasibility from the building department (lot information, possible zoning concerns, etc.)

*Chair discussion* – Tim is willing to take on the position with the caveat that he may miss a meeting or two due to travel.

Barbie made a motion that Time be chair and continue as treasurer until Bob can take over as treasurer. Kathy seconded. Passed; vote was 5-0-1 (Yes: Barbie, Kathy, Tim, bob, Maureen. Marianne abstained)

Tim made a motion to nominate Barbie as vice chair. Kathy seconded  
Passed; vote was 5-0-1 (Yes: Barbie, Kathy, Tim, bob, Maureen. Marianne abstained)

both meetings.

**Next meeting:** Moving Dec 13 meeting to Dec 14, pending Peter McManus's availability. The Restoration committee has scheduled a meeting for December 13. Since the committee includes two Trustees, the Director, and our liaison from the Finance Committee (Peter McManus, who is scheduled to attend our December meeting to discuss our FY2019 budget), it makes sense to move our meeting so that these people can attend

Kathy made a motion to adjourn. Barbie seconded. Vote was unanimous (6-0-00. Meeting was adjourned at 9:13.

Respectfully submitted,

Maureen B. Busch