

## **Minutes      Randall Library Trustees    November 14, 2018**

Present: Barbie Wolfenden, Maureen Busch, Laura Reiner, Carol Stoltz  
Melissa Fournier, Library Director

Absent: Tim Reed, Marianne Sharin, Kathy O'Brien

Public observer: Kathy Pavelchek, Friends of Randall Library

### **Agenda**

Acceptance of Minutes from October 10th Meeting

Public Comment

Old Business

    CMARS vs. Minuteman Network Discussion

Director's Report

    Library Statistics

    FY19 Budget

    New Personnel Hiring Policy

New Business

Adjournment

Next Meeting December 12th

### **Minutes**

The meeting was called to order at 7:30pm.

### **Acceptance of Minutes from October 10th Meeting**

Maureen moved to accept the minutes of October 10; Carol seconded the motion. Minutes were accepted with minor corrections (4-0).

### **Public Comment**

Kathy Pavelchek presented the Friends of the Randall Library's proposed purchases for consideration by the Trustees:

- a makertable for the YA (young adult) area: \$3,000
- redesign of the YA Librarian work area: \$2,000-3,000
- glare-reducing window shades for the newly-restored area: \$7,000-8,000
- a clock for the newly-restored area: cost TBA

After discussion, it was decided that Trustees will give the Friends feedback on these funding ideas in the coming weeks, since not all Trustees were present. The Library Director thanked the Friends for their very generous and proactive support, especially around programming that would otherwise be impossible.

### **Old Business**

Melissa explained that the decision about whether to move to CMARS from Minuteman Library network had been tabled because of inconclusive feedback initially. However, it appears that many people really prefer Minuteman Library as their commute takes them eastward. Minuteman currently costs \$29,000 per year; moving to CMARS would save \$12,000 per year. Increasingly, digital materials are networked across regional groups (making membership in a particular group less essential).

## **Director's Report**

The party to celebrate the restoration was very successful. The upstairs area is getting increased use, though some are reluctant to use it, thinking it's just for meetings. Final repairs and touches are complete, including repair of the handicapped ramp railing.

Melissa is looking to have shelving installed in all the bathrooms in order to remove flammable paper products from the boiler room where they are a fire hazard. Leaks in the reference room continue to be a problem; the wind drives rain under the overhang there. The front door continues to stick and Melissa hopes that having the door shaved will solve that issue.

## **FY19 Budget**

- moving books to offsite storage would cost \$1500-2000. Trustees felt this should be a Building Department expense.
- Trustees discussed personnel budget items.
- Melissa noted that she will need more money to purchase books for the coming calendar year; we will take this up at the December meeting.
- Trustees concurred that Melissa should discard old shelving that is in poor repair, currently in the attic. Likewise, old de-accessioned books in the attic of no historical significance should be assessed by an expert and then appropriately disposed of.

## **Personnel Policy**

Laura made a motion to adopt the Human Resources Responsibilities of the Randall Library Director Policy; Carol seconded the motion. After discussion and minor revision of wording, the Trustees voted unanimously (4-0) to adopt the policy, which grants the Director authority to recommend library personnel hires and terminations directly to the Town Administrator.

Next Meeting: December 12<sup>th</sup>.

## **Adjournment**

Laura moved to adjourn the meeting; Maureen seconded. The vote was unanimous (4-0). Meeting was adjourned at 8:41 pm.

Respectfully submitted,

Laura Reiner