

**BOARD OF LIBRARY TRUSTEES
REGULAR MEETING OF NOVEMBER 4, 2008**

A regular meeting of the Board of Library Trustees was held at the North Branch Library on November 4, 2008. Ms. Charrier called the meeting to order at 4:30 p.m. Ms. Aisenberg and Ms. Sharek were absent.

BOARD MEMBERS

Kathryn Aisenberg, Chairperson
Rachel Charrier, Vice Chairperson
Lorraine Carey

Andrew Couto
Paul Pereira
Dolores Sharek

Staff

Denise M. Medeiros, Director of Libraries
Lynne Antunes, Acting Assistant Director

APPROVAL OF MINUTES

Mr. Couto motioned to accept the Minutes of the October 14 meeting and Mr. Pereira seconded the motion.

REPORT OF THE FINANCIAL DIRECTOR

Mr. Pereira reported that the budget is doing pretty well and that there were no issues. Ms. Charrier expressed a concern about the use of more than half the allotted funds for substitutes but Ms. Medeiros explained that it would work out by year's end.

DIRECTOR'S REPORT

Ms. Medeiros discussed the use of "Event Keeper" to keep track of meeting room use. Staff will familiarize themselves with this program before Patrons begin to make use of it. This program will also track behind-the-scenes programs.

Open House at the branch library: Ms. Medeiros mentioned the use of forms to find out what services patrons would favor. Initially local newspapers will be ordered with periodicals a possibility at a later time. Names of people supportive of our libraries are being collected for future use.

FEMA came to Southworth library to examine library as a future local disaster center.

The Town Website Committee met last week. Both Ms. Medeiros and Mr. Pereira were present as well as reference librarian from UMD who shared many good ideas with the committee.

Ms. Medeiros reported that the forum on state ballot questions was attended by about fifty people and went quite well. Thanks was expressed to Ms. Robins for the success of this program.

Submission deadline for roof repairs is November 14, 2008.

DARTMOUTH LIBRARY FOUNDATION

Annual meeting of the Library Foundation went well.

The next meeting of the Foundation was November 5 at the branch library.

CORRESPONDENCE

Three items:

1. Memo from Mr. Michael Gagne in reference to cost control: hiring freeze, comp time, use of town vehicles, purchase order policy.
2. Letter from Mr. Ed Iacaponi regarding Ms. Medeiros' contract for 2009.
3. Email from Mr. Iacaponi requesting Library Director's performance evaluation

OLD BUSINESS

Ms. Medeiros described the one change to the art policy i.e. a 20% commission for the library with students setting their own prices. Ms. Carey motioned to accept this change and Mr. Pereira seconded the motion.

Mr. Couto suggested waiting for the Chairperson, Ms. Aisenberg to return in order to complete the discussion of the goals and objectives.

Privatization report: meeting will be rescheduled when Ms. Aisenberg is able to attend.

NEW BUSINESS

The Trustee Calendar will be discussed at the next meeting since it was requested by Ms. Aisenberg.

Ms. Medeiros also discussed the Trustees showing their appreciation for the work done by the staff by hosting an event on their behalf.

The UMass collaboration is moving forward. Space for children's books would be at the Branch and available for all patrons.

Professional Staff Roles: Ms. Medeiros stressed that the three professional staff positions are very important and critical services will be lost if these positions are eliminated.

Capital Improvements: Ms. Medeiros will get quotes on HVAC and smoke detectors.

Mr. Pereira motioned to adjourn the meeting at 6:33 p.m. and Mr. Couto seconded the motion.

The next meeting of the library Trustees will be at the North branch on December 9 at 4:30.

Respectfully submitted,
Lorraine Carey, Trustee