

**Langley-Adams Library
Board of Trustees
Meeting Minutes of July 21st**

A regular meeting of the Langley-Adams Library Board of Trustees was held on July 21, 2015 at the Langley Adams Library. Following Board members were present - Jennifer Close, Carlos S. del Castillo, Ann Marie Wilson-Crockett, Ann McCann, Laurel Puchalski, Laurie Leblanc, Barbara Gauvin and Kathy Prunier. A quorum being present, the meeting was called to order at 7:00 PM.

No Public present, recorded for Groveland TV

Unfinished Business:

Discussed Board Transparency and making sure meetings are posted at Town Hall, On Library Facebook Page and added to Library Calendar

Discussed Executive Session Guidelines and that Ann would discuss a matter with Jen to see if we should go into Executive session.

Discussed Golden Rules for Board Members (see attached)

Kathy Prunier asked that a discussion of priorities be added to the August agenda.

Discussed Fiscal 2015 Budget and Amy's work on getting accounts straightened out. Going into new budget we have line items and clarity. Discussed having a copy of the 2015/2016 Budget for August meeting

No Correspondence

Minutes for May 27th and June 22nd approved as amended

Discussed Treasurer's Report and Trust Funds. Jen put a question out to Listserv to see how other libraries are handling trust funds. Treasurer discussed getting State Aid and Donation Account information from the Director.

Amy Kraemer, Director presented her Director's Report (see Attached)

Discussed Museum passes and having Director provide report on yearly use of individual passes as they come up for renewal so that we can use to inform our decision on renewal.

Discussed getting advice from MBLC on Personnel questions and redefining rules

Discussed getting clarification on date that the Annual Plan is Due. Amy is scheduled to meet with Cindy Roach on Friday July 23rd.

Discussed that the next report that is due is the Aris Report. Director went to a training on this to get some clarification on interpreting some of the questions

Discussed that Policy review is still in process.

Other Non-Agenda Items:

Discussed that Director 6-month evaluation is due on September 16th. Will evaluate director on priorities that she received when she started. Discussed that Jen will tweak the current 1-year evaluation. Each trustee will complete an evaluation. The Director will do a self evaluation. Discussed whether chair and vice chair will provide director with evaluation after feedback is collected or to do as a whole group.

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Discussed who can use library meeting place

Action Items:

- Jen, Chair, will get copy of Director priorities to Board
- Board will return evaluations to Jen by July 31st
- Jen, Chair will ask MBLC if staffing changes can be made by director without approval/discussion with the Board - full time to part time and job descriptions/staffing needs adjusted

Agenda Items for August 27th Meeting:

- Copy of Budget
- State Aid and Donation Account
- Action Items
- Treasurer's Report
- Disaster training
- Discuss AED - Getting checked
- Town Contracts with Fire extinguishers
- Disaster Plan training
- Discuss Director/Library Priorities

Next meetings scheduled for:

Thursday, August 27th at 7PM

Wednesday, September 23rd at 7PM

Meeting was adjourned at 08:22PM

Ann Marie Wilson-Crockett, Secretary
July 21, 2015