



## Minutes, Randall Library Trustees Meeting

January 11, 2012

**Present:** Tim Reed, Susan Wysk, John O'Keefe, Barbie Wolfenden; Harry Donahue, Amante Coppes.

**Absent:** Jane Epstein

**Visitors:** Liz Hummel (Image4), Jeff Needle, (Stow Minuteman)

The visitors discussed with the Board the placement of the donated antique musket display, including security issues, responsibilities and process for removal and return. Board agreed to move forward to installation before Patriot's Day pending questions / issues answered. For questions, [ehummel@image4.com](mailto:ehummel@image4.com). 603.644-0077. The Stow Historical Society has responsibility for the security and removal and return of the musket.

**Public Comment:** None

### Secretary's Report:

Past minutes, as corrected, were approved. Note: still to approve December 14, minutes

### Treasury:

No report for this meeting. John O'Keefe will take vacant post.

### Interim Director's Report:

No report for this meeting.

There was a discussion on the data the Board may require of the Director in future, i.e., circulation figures. We would like more context, perhaps with a running score. Also different figures, such as the use of the ebook downloads would help. The Board will conduct an annual evaluation of the Director. For the new Director, we will also have a six month evaluation.

### Chairman's Report:

#### *Library Building Committee*

It was a productive meeting. Jim Salvie is our liaison with Bill Wrigley in terms of the RFP. Members are Steve Jelinik, Jim Salvie, Peter Mcmanus (FINCOM), Tim Reed, Barbie Wolfenden, Steve Duggan, and Tom Lam,. On the 17<sup>th</sup> the Committee will approve and post the RFP. It will take 2-3 weeks to receive proposals. It will hire a clerk to handle the paperwork. If work is granted by the end of February, they may be able to talk to public forum before Town Meeting. The Selectment want all three RFPs to be presented to the town together, which may push out the formal requests to the Fall.

#### *Interview Process for new Director*

Last Saturday the Board completed interviews of the last two candidates. Two finalists have been invited for interviews on Saturday, January 14. Jane will notify those

unaccepted, as well as set up the remaining two for second round. James Knowlton is scheduled for 10-12:00 a.m.; Melissa Fournier, 1-3:00 pm.. This session is not considered a meeting. Susan will invite the staff; Amante will call Daisy Dearborn and the Friends, Barbie will supply refreshments. Schedule: John and Amante to guide Melissa in the morning; Jane / Barbie and John in the afternoon. Tim will check references. Wednesday Jan 18, we will meet at 7:30 to decide.

**Old Business:**

None

**New Business:**

Barbie introduced ideas for the improvement of the upstairs area used for children's programs. She passed around data and cost estimates. Tim suggested bringing in the Friends to help with fund raising. This issue will be taken up next week.

Meeting adjourned at 8:54 p.m.

Respectfully submitted:

Barbie Wolfenden, Secretary

*Barbie Wolfenden 1.18.12*