

**Minutes for Randal Library Trustees Meeting**  
July 11, 2012

Meeting called to order at 7:30

**Present:** Library Trustees: Amante Coppes, Barbie Wolfenden, John O'Keefe, Kathy O'Brien and Director Melissa Fournier

**Absent:** Tim Reed, Jane Epstein and Harry Donahue

**Visitors:** John Wassink

**Public Comment:** None

**Treasurer's Report:** John said he is not yet fully empowered to fulfill his Treasury position. Tim has another form to complete and all financial business should then be under John's jurisdiction.

**Secretary's Report:** votes were taken on a number of previous meeting minutes. Amended minutes from March 16 and May 23 were accepted. June 13 minutes were accepted as is.

**Director's Report:**

Melissa:

- o Noted that circulation numbers are up.
- o Shared that the Summer Reading Program has begun under a new format and that it has been well received.
- o Special events have had 19-50 attendees.
- o Has tracked down all contracts and invoices as well as completed all grant information.
- o Shared that The Reading Dogs program is currently a success and that Kevin Lacoste (principal of Center School) and Hale School are interested in continuing throughout the school year with additional student participation.
- o Announced an event on September 14 at 10:30 to provide early literacy training for parents.
- o Has signed up volunteers for the Homework Center as well as received a donated computer for that group.
- o Is incorporating foreign language learning into the early reading program.
- o Said that Beverly Ford will be coming to speak about her book *The Boston Mob Guide*.
- o Created a cataloging manual for the staff.
- o Created a network transfer list manual for staff use.
- o Noted that an employee continues to be out using sick/vacation time that she is covering by working a twelve-hour day on Wednesdays.
- o Has cleaned (and will inventory) numerous boxes of craft supplies to utilize rather than continue to order on a yearly basis, which will save money.
- o Thanked Board members for hours of ongoing volunteer support to the functioning of the library to cover the current absence of a staff member.

**FRL Report:**

Barbie

- o Gave an update on the fundraising efforts of the Friends; there is about \$3,500. received to date.
- o Noted that the building committee is entering its next phase.

**Chairman's Report:**

John

- o At 8:26pm made a motion to enter into executive session with the intention of returning to Open Session after the conclusion of business regarding a current personal issue. Motion was seconded and was passed unanimously.

**Executive Session:** ended at 9:10 and the Open Meeting was resumed.

**New Business:**

Barbie: shared the ongoing issues that need to be addressed including:

- o The need to begin parking negotiations with library neighbors,
- o Making sure management training happens for the library director,
- o Conducting performance reviews for all the staff including determining and implementing a proper format,
- o The need for dedicating janitorial services,
- o Moving of stacks and removing unsafe and unsightly swinging CD stands.

These areas of trustee responsibilities will be discussed at the July 25<sup>th</sup> meeting.

Meeting was adjourned at 9:35

Respectfully submitted,



Kathy O'Brien

