

RANDALL LIBRARY TRUSTEES

The Randall Library Trustees will meet on the  
first floor of the Randall Library on  
Wednesday, August 15, 2012 at 7:30 PM

AGENDA

CALL TO ORDER at 7:30pm

PRESENT: Harry Donahue, Amante Coppes, Tim Reed, Jane Epstein, Kathy O'Brien and Director Melissa Fournier

ABSENT: John O'Keefe and Barbie Wolfenden

PUBLIC COMMENT: Stacey Almy and Laurie Emken were present to express their concerns for safety at the library. They inquired about security plans and surveillance cameras. Tim explained that it was an item that would need to come before the Town Meeting. They also wanted to discuss the return of Denise. It was reiterated in a number of ways that we were also hoping for her return and that she continues to utilize sick and vacation days, for which she is entitled.

SECRETARY'S REPORT

Minutes of July 25, 2012 meeting accepted as amended.

TREASURER'S REPORT

FY12 Report Update: John not present.

DIRECTOR'S REPORT: Melissa

- o Has received 31 applicants for the new library aide position. There is a wide range of candidates; many have MLS degrees or are in the process of getting it. She intends to begin interviewing immediately with probably 10 of the strongest candidates.
- o Director's goals were presented under five categories: equipment, updating the collection; physical changes; personnel and programs.
- o Internet use and a policy for this use were discussed. More information will be sought from other libraries.
- o Bob Mong and Ron Hill were noted for their help with the Internet and its workings.
- o Is planning on taking classes for weeding books, management and strategic planning.

RANDALL LIBRARY FRIENDS ASSOCIATION REPORT: The group continues to be very committed according to Tim. A reminder was given for the upcoming Ice Cream Social on August 23<sup>rd</sup>.

CHAIRMAN'S REPORT:

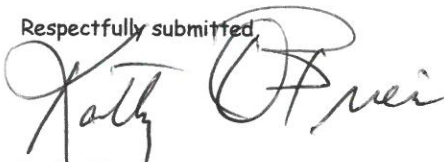
- o Update on Randall Library Building Committee: Meeting to be held on Thursday the 16<sup>th</sup> to view the newest designs from the architects based on feedback that has been forwarded to them from the Board and the staff. On Monday, August 20<sup>th</sup>, there will be a public forum for input on the plans. There will also be one joint meeting of all building boards (fire, community, library and school) and 2 forums as part of the design process.
- o Trustees Bylaws: Amante, as the point person, said that the most interest was shown in the meeting room, materials, general management and personnel. The board tasked itself to review bylaws and send them electronically to Amante so that progress can be made to establish them at the next meeting.
- o Trustees Handbook and how to obtain it both electronically and hard copy was discussed with Amante agreeing to send out the information to all board members.
- o There is currently a Workman's Compensation claim that is being dealt with as an insurance matter. All requests for information regarding this claim are to be referred to Bill Wrigley (Town Administrator) and/or Susan McLaughlin (Administrative Assistant).

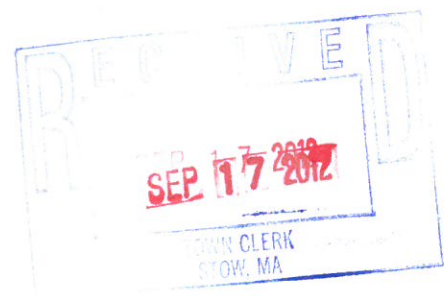
NEW BUSINESS: Melissa spoke of her mother's continued need for support and her own uncertainty on when and how much time she will need off in the near future.

NEXT MEETING: September 12, 2012

ADJOURNMENT @ 9:04 pm

Respectfully submitted,

  
Kathy O'Brien



**Minutes for Randal Library Trustees Meeting**

July 25, 2012

Meeting called to order at 7:36

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

**Absent:** Jane Epstein and Harry Donahue

**Treasurer's Report:** none

**Secretary's Report:** Minutes from July 11 were unanimously accepted. The July 18 minutes were accepted as amended.

**Director's Report:** Melissa shared the Notice of Vacancy for the position of a part time library aide. The board unanimously accepted the notice with amendments. She will forward the notice to Bill Wrigley and Pat Perry for posting. Melissa continues to pursue a student internship through Simmons.

**Randall Library Friend's Association Report:** Barbie asked what, if any, position the board had, regarding the funds raised through the Friends fundraising mailing. It was noted that the group had raised \$7,100+ before costs of postage and printing. Members determined that decision was for the Friends.

**Chairman's Report:** Tim spoke of the Building Committees next meeting on the 26<sup>th</sup> of July. The chosen firm will show different options for their proposal.

He asked that the Bylaws and Policies review be deferred to the next meeting.

He asked that Melissa provide eight folders to be given to all Trustees that would contain sections for the long range plan, policies, bylaws, financial information, etc. The folders would be retained by the individual Board members and passed from current Trustees to newly elected members.

Tim stressed the necessity of all Board members and library employees to be very clear on supporting the positive transition of Denise back to the library. Bill Wrigley is to meet with Denise on Friday of this week. Information will be provided in an ongoing manner so that all Trustees are aware of the situation.

The board unanimously voted to have Melissa hire temporary help for covering needs of the current staff and keeping the library open for now.


**New Business:** The Trustees voted unanimously to accept (with amendments) the Randall Library Collection Development Policy written by Melissa.

The board will read the policy and bylaws presented by Barbie and Amante and vote on the priority of the importance of addressing them. Amante agreed to be the point person.

Meeting adjourned at 9:04pm.

Next Trustee meeting scheduled for August 15, 2012.

Respectfully submitted,

  
Kathy O'Brien

