

## Minutes for Randall Library Trustees Meeting

October 10, 2012

**Present:** Barbie Wolfenden, Tim Reed, Amante Coppes, Jane Epstein, Harry Donahue, and Kathy O'Brien

**Absent:** John O'Keefe.

Meeting called to order at 7:30 by Vice Chair Barbie Wolfenden.

### Visitor's Open Forum:

- Bob Flynn said that Melissa is still being rude to his wife Denise. Tim noted that he saw a level of professional interaction between both persons. Barbie suggested that it would be more appropriate for the parties to bring any issues to Tuesday's meeting. (Denise joined the group and felt that Melissa said things as a compliment but they were not really a compliment.) Tim noted that both staff members came from different places and perhaps a third party should be hired to determine how both women perceive each other and help deal with communication issues. Denise said that both the Director and herself were doing the Cultural Arts Grant. (Denise had previously been the only one to do so). Denise added that the summer program "was all brought in by me". She was told that the director has the call moving forward on what will be done in the future and by whom it would be done. Tim noted that all employees have a need to be heard. A mediator was again suggested as a possibility for communication issues.
- Stacey Almy asked about the length of Melissa's contract. She was informed that there was no length of time for a contract and that yearly reviews based on current goals, would determine her retention. It was noted that under a previous director, Denise was not closely managed.

**Secretary's Report:** Minutes for the September 12, September 26 and October 4 meeting were accepted as is. Moved by Tim, seconded by Amante and approved unanimously.

**Treasurer's Report:** Tim presented the fiscal year report. Barbie asked if the possibility of a managerial system had been reviewed. Tim said that a manager type of system was prohibitive at the cost of \$5,000 to 10,000.

**Director's Report:** Tim presented for Melissa:

- A request to borrow display materials by Cynthia Maxfield was reviewed and approved.
- The new library aide (Sharon Thurston) was officially approved by Bill Wrigley and began work on October 10<sup>th</sup>.
- According to the union contract, library employees are entitled to up to  $\frac{1}{2}$  hour unpaid lunch. Previously they had been taking an hour paid lunchtime. Melissa will be reworking the schedule to reflect this change.

### Committee Reports:

- **Policy:** Amante shared her proposed Patron Code of Conduct policy. Discussion of the code followed. Amante moved to accept code of conduct, Kathy seconded the motion and the motion was accepted unanimously.
- **Security Camera:** Amante shared the information she had gotten regarding the use of security cameras in neighboring libraries. Security cameras are generally not allowed in a public space due to privacy issues. In local libraries, only the door to the children's area and the front door had cameras for abduction issues. She made a motion to accept the idea of a panic button rather than a security camera. Kathy seconded the motion and it was approved unanimously. Kathy will talk to Stow police to determine their concerns about library security and the need for a panic button.
- **Director's Goals and Evaluation Forms:** Kathy presented both. Acceptance with one modification was moved by Harry and seconded by Barbie and approved unanimously. Jane volunteered to review the document and correct verb tenses.

**Friends of Randall Library:**

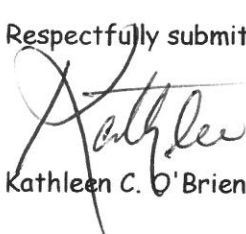
- Ed Grund suggested comfortable chairs and lamps for a quiet reading area. He will speak with Melissa about what would be appropriate and research the cost.
- Ed created an excel spread sheet with all the information needed to run the Ice Cream Social.
- Margaret (acting chair) asked that the members think about the necessary officers for the group. She will look for the charter to see what is appropriate.
- The group created a list of possible companies and organizations to be part of possible future pres releases.
- The Community Chest lost a very generous donor and Friends will be receiving less funding for the summer reading program. This led to the question of actual numbers of the program: what is the cost, the prizes, the format, the number of children that participate and the number of shows or activities associated with it.
- Fundraising update: \$10,000 before costs and money is still coming in. discussed future fundraising possibilities.

**Chair's Report: Tim:**

- Shared that the Library Building Committee wants to promote their plan and highlight the needs within the proposed addition. He has created a handout that is available to the public listing the objectives of the project and copies of the proposed floor plans.
- Bill Wrigley has requested that the Building Committee prepare for the next stage of the plan in order to be ready for both town meetings in October and May.
- Fin Com approved the preliminary design funding, as it will be presented at the October town meeting. The amount being requested is \$300,00.00 that is included in the total of money to be requested.
- Asked that the Library Board approve his return as chairman and approve Barbie's role as vice chair. The motion was moved, seconded by Harry and unanimously approved.

Meeting adjourned at 9:21pm.

Respectfully submitted,

  
Kathleen C. O'Brien

