

Minutes for Randall Library Trustees Meeting
December 12, 2012

Present: Tim Reed, Barbie Wolfenden, Jane Epstein, John O'Keefe, Kathy O'Brien and Melissa Fournier (Director).

Absent: Amante Coppes and Harry Donahue

Meeting called to order at 7:00.

Public Comment: None

Secretary's Report:

Meeting minutes from November 28 were reviewed and accepted as corrected.

Treasurer's Report:

- Tim has begun the process of a calendar report and will provide information on current funds in January.
- He said that he has been promised checks soon from Fidelity and when they are received, he would write a check for the \$10,000 disbursement approved at the November 28th meeting.
- Tim suggested that a motion be made to have Barbara Wolfenden and Timothy Reed authorized to act on behalf of Randall Library for the Randall Library Fidelity account #2BP-217514. John moved the question, Barbie seconded and the Board agreed unanimously.

Director's Report:

- Circulation stats are up for ebooks and down on regular books.
- Author Ali Hosseini appeared at the library to discuss his debut novel, "The Lemon Grove". There was a good attendance.
- Melissa said that the weeding is going strong and will open up spaces for young adults and adults.
- She attended a workshop with Janet and reviewed a webinar with Sally regarding promotional opportunities. She mentioned that she is providing training and classes for all staff to understand the library database.
- She invited any interested Board members to attend the December 18th staff meeting where evaluations will be handed out.
- She noted that the children's programs are down in attendance since the summer.
- She shared that she had turned in the budget and was the first to do so.

Randall Library Friends Report: No meeting held since last Board meeting.

Chairman's Report:

- Tim shared that Craig Martin will coordinate repairs that are currently pressing. Money for necessary repairs will come from previously approved and unexpended warrant articles.
- He said the areas in need of repair include: the children's area ceiling, drain issues, window replacement to be completed (3 still need to be done), and possible grading the outside for water issues in storage area/workroom.
- He asked that a process be developed for evaluating the director. Barbie offered to develop a process using the already approved forms. The individual members will each complete a numerical based form and the secretary will tabulate them. The process will be reviewed at the next meeting.

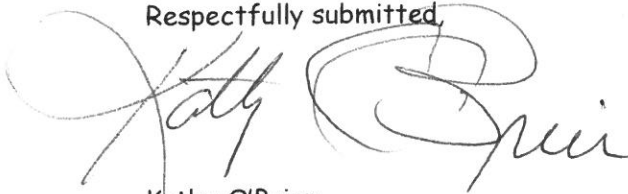
Old Business:

- The members continued to read and review each of the possible, new bylaws presented by Barbie.
- All bylaws were discussed and agreed to and Barbie will create the final draft for the board's review and vote at the January 9th meeting.

Meeting adjourned at 9:30pm.

Next meeting is January 9th.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Kathy O'Brien". The signature is written in black ink and is positioned to the right of the typed name.

Kathy O'Brien