

**Minutes for Randall Library Trustees Meeting**  
January 1, 2013

**Present:** Tim Reed, Barbie Wolfenden, Amante Coppes, Kathy O'Brien and Melissa Fournier (Director).

**Absent:** Jane Epstein, John O'Keefe and Harry Donahue.

Meeting called to order at 7:04.

**Public Comment:** None

**Secretary's Report:**

Meeting minutes from November 28 and December 12, 2012 were reviewed and accepted as amended. Barbie moved for acceptance, Amante seconded the motion and the minutes were accepted unanimously.

**Treasurer's Report:**

- Work continues on the calendar report.
- The funding report is up to date. It will be prepared, presented and voted on at the February meeting.
- The statement of funds will include the new programs started by Melissa.

**Director's Report:**

- Ebooks use has increased; regular circulation has decreased.
- Attendance stats have increased.
- On January 23<sup>rd</sup>, the Road Scholar program will be presenting a program with a possible link with the Stow Council on Aging.
- Reference collection is undergoing weeding.
- Staff attended a grant-writing workshop.
- The staff is currently testing three different databases for best match with the library.
- The current state aid installment has been received.
- The notice of vacancy for a new youth (children's) librarian was accepted with the caveat of a possible change of the title due to input from the Town Administrator. Barbie moved the question of acceptance; Amante seconded the motion and the notice of vacancy was accepted unanimously.

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

**Chairman's Report:**

- Tim met with Craig Martin regarding the needed repairs for ceiling and windows (additional repairs may also be necessary).
- Amante moved the question of repairs suggested by Craig Martin. Barbie seconded the motion and it was accepted unanimously.

**Committees:**

- Barbie presented the proposed Trustees Bylaws. The bylaws were reviewed with amendments being suggested and approved. The total document was approved unanimously with changes. A second reading and a vote will be completed at the next meeting.

**New Business:**

- Director Evaluation - the self-evaluation by Melissa was reviewed. The process for the Director's evaluation was presented by Barbie and accepted unanimously. The process for evaluation by the Board members requires that all members do an independent evaluation and return to Kathy by the end of January. The secretary will then combine comments and average the numbers prior to the February meeting.
- Five Year Capital Plan - Tim began the conversation for the plan by clarifying the need and purpose of the plan and requesting that all members begin to think about future needs.
- The need for an updated Long Range Plan was discussed. Amante and Kathy agreed to begin the process.

Meeting adjourned at 8:45pm.

Next meeting is February 13, 2013.

Respectfully submitted,

Kathy O'Brien