

Minutes for Randall Library Trustees Meeting
March 13, 2013

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

Meeting called to order at 7:07pm

Public Comment: None

Secretary's Report:

- Meeting minutes from February 13, 2013 and March 6, 2013 were reviewed. Amante moved for acceptance as amended, Harry seconded the motion and the minutes were accepted unanimously.

Treasurer's Report: None

Director's Report: Melissa

- Shared her request to the Finance Committee for a transfer from the Reserve Fund to cover her step increase that had not been factored into the budget by the previous director.
- Said that Sally Thurston had done a great job in assisting her in the MBLC grant work. The grant is in the amount of \$15,000 over a two-year period that would help create the Teen and Tween section of the library.
- Asked for a letter of support for the continuance of such a program. Amante moved the question and Barbie seconded it. Barbie also volunteered to write the letter for the Board.
- Listed the numerous programs she has planned for the spring and summer.

Randall Library Friends Report: Barbie

- Noted that there would be a Friends meeting on March 14th and encouraged all Trustees to attend. It is to be the annual election and business meeting.
- Offered to do a Bake Sale during the Spring Book Sale.

Chairman's Report: Tim

- Said that the Library Building Committee met and were charged to choose a representative for the new Oversight Committee. The three building committees are to review the work done to date and determine possible, more cost effective choices. The architects for the library will be asked to look at Pompositicut to determine the costs of using a portion as a library versus changes in the current building.
- Shared a registered letter sent by a former employee that requested additional personnel records from her time of employment. Melissa has sent all available paper work to the employee. Despite much research, no additional documents have been found.
- Discussed necessary repairs with Craig Martin during a library walk through.

Committees:

- Policies that had been approved by former Boards of Trustees have been found and will be reviewed by Amante to see if any should be updated and/or amended.


Old Business:

- The Director Evaluation was discussed and the process amended. Each Trustee will provide their evaluation to the Director and meet with the Director to discuss the evaluation (if either the Trustee or Director cares to do so). The Chair will provide a general, short statement of evaluation and deliver it to the Town Administrator for filing. The changes in the process was moved by Amante and seconded by Harry. It was unanimously accepted. The need to revise the current form was discussed and will be done at a later date.

Meeting adjourned at 8:35p.m.

Next meeting is April 10, 2013.

Respectfully submitted,



Kathy O'Brien