

Board of Library Trustee Minutes
June 1, 2000

In Attendance:

David Redgrave
Stephen Dalton
Edward Hazlett
Jack Meehan
Library Director Marjorie Hill-Devine

The meeting was called to order at 8:00 PM. Bills were not ready on time for signing. The minutes of the February 16, 2000 meeting were accepted. Notes taken during March 22, 2000 are to be considered an informal record.

Director Hill-Devine was instructed to take the minutes in the Administrative Assistant's absence. Trustee Hazlett moved that a small tape recorder costing approximately \$60.00 be purchased to record future minutes. Trustee Mehan seconded. Vote unanimous.

Under **Welcome & comments**: Chairman Redgrave expressed concerns about the recent lack of attendance at Board meetings stating that this is an unnecessary hardship for those who do attend and for those who may have to travel some distance to do so. He urged that Board members make meeting attendance a priority as the business of the Board and operation of the library depend on it. He also thanked Trustee Mehan and all the volunteers who planted a flower-bed along the front of the library.

It was voted to move item **7. Other** up on the Agenda before moving on to item 4. **Old Business** so that new Trustee Jack Meeham could speak. Trustee Meehan suggested a number of things including, but not limited to, publicly posting the Agenda one week in advance, the setup of several committees within the Board, correction of wires that are visible from a window in the left-front of the building (which he characterized as looking like a "crack house"), publishing minutes and relocating public computers. Additionally, he felt that the lack of a Trustee "orientation" was terrible and that he needs certain basic documents to become informed about library policies and operations in order to make informed decisions. He questioned why it had taken so long to fill the position of Assistant Director/Reference Librarian, gesticulating with his hand and saying that he "could have hired someone in a snap". He voiced his disagreement with the hiring procedure for the Assistant Director/Reference Librarian position, stating that he should have been allowed to interview the candidate(s). Chairman Redgrave stated his disagreement on the latter, noting that overly time-consuming interview processes have succeeded in our losing candidates. Trustee Hazlett stated that all key positions should be brought before the Board for approval prior to hiring. Director Hill-Devine stated that the job has been open for nearly a year and that several good candidates were lost to the too-low initial \$29,000.00 salary and added that even the newly Personnel Board approved starting salary of \$35,000.00 did not attract many candidates in a second recruitment round. Ms. Hill-Devine agreed to mail Agendas, minutes and supportive documents to Trustees at least a week in advance. Trustee Dalton said that perhaps the Board should undertake the production of a Trustee Orientation packet. This would first require identification of the elements needed for same.

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The meeting then moved back to item **4. Old business A. Election of officers**. Mr. Meehan nominated Trustee Dalton for Chair. Mr. Dalton declined the nomination. Ed Hazlett nominated David Redgrave for Chair, Steve Dalton seconded. Vote was Hazlett and Dalton for, Meehan abstaining. Election of a Recording Secretary was postponed.

Under **Old Business B. Budget News** Ms. Hill-Devine reported that the Advisory Board's amendments to the Redbook recommend the restoration of the library's book budget. Ms. Hill-Devine feels that this is the result of many years of lobbying the Advisory Board and explaining the importance of State Aid. If passed, the library will not have to "bail out" its materials budget with existing State Aid.

Under **C. Assistant Director/Reference Librarian position** - Ms. Hill-Devine and Chairman Redgrave indicated that they interviewed a Ms. Ann Gutting and recommend her for the position. Copies of her resume and references were passed out. Ms. Hill-Devine stated that she has offered Ms. Gutting the position and heard from a relative that she is accepting. Written confirmation of this will hopefully be received soon.

Under **D. Building & Grounds** - Ms. Hill Devine briefly reviewed the background of the gutter problem and the opinion of the Capital Improvements Committee that the basement moisture is being caused by same. The top 24" of three gutters were to be replaced but the chosen contractor left town. The Capital Improvement Committee has recommended in writing a number of corrective procedures including location of a dry well in the back area of the building adjacent to the old Technical Services Room. Both Ms. Hill-Devine and Trustee Dalton questioned the existence of the dry well. Mr. Dalton was employed by the library when the back of the library was dug up to divert water flow to the storm drain as it was incorrectly connected to the sewer pipes. Ms. Hill-Devine said that Mr. Clifford from Public works will be coming to the library in the morning to consult. She also said that she is working on the third floor lighting project, which needs to be considered before the ceilings are replastered. Additionally, she reported that the library carpets will receive their annual cleaning and that the gutters will undergo same.

Under **5. Children's Services** - Ellen Nickerson, Children's Librarian, reported on current activities in the Children's Room including Summer Reading Program. Chairman Redgrave asked if there were any other programs that she thought of establishing. Ms. Nickerson said that both staff and a program budget are needed, particularly the latter in order to plan ahead. Mr. Dalton asked her to "sketch out" a plan of approximately five programs that could be done during the year for planning purposes. Ms. Nickerson mentioned some equipment that would be helpful for movie programs.

Item 6. New Business - State Aid requests was tabled.

Under **7. Other** - Mr. Dalton conveyed the heartfelt appreciation of his Uncle Francis Dalton for the several "Get Well" cards received from library staff.

The date of the next meeting is June 29, 2000. The meeting adjourned at 9:00 PM.