

Minutes of the Board of Library Trustees Meeting (3-14-95)

1. Meeting was called to order at 8:01 p.m.
2. Minutes from the previous meeting were unavailable.
3. **Director's Report:** (see attached)

Minimal discussion followed submission of this report.

4. **Old Business:**

A. Roof Replacement and Air Conditioning: (Mr. Redgrave)

The roof replacement has gone out to bid and there have been three inquiries thus far.

Nothing new has developed regarding the air conditioning project. Mr. Redgrave explained that we do not have enough money to do the whole job. He guessed that an additional \$15,000.00 will be needed.

B. Policies:

John Cronin reported that his drafts concerning *personnel and volunteers in the library* are not yet complete.

Regarding *sexual harassment*, a sample policy was submitted (see attached). Some discussion followed. Mr. Dalton suggested that the library union may have a written policy already, and Ms. Hill-Devine agreed to check into it.

C. [There was no category "C" on the official agenda (see attached)]

D. Budget:

- 1.) The AFSME union, which the library custodians belong to, has successfully negotiated a 2% raise retroactive to July 1, 1994.

Ms. Hill-Devine noted that (possible) step raises for the custodians in FY96, along with the 2% raise, may necessitate additional part-time money in the budget. She also indicated that there is some question about how the custodians become eligible for step raises. A written explanation of the eligibility process has been requested from Virginia Wilder.

- 2.) Ms. Hill-Devine suggested that a careful and thoughtful presentation be prepared

for Town Meeting regarding the establishment of a new full-time position on the library staff to assist in the increased volume of interlibrary loan activity and to serve as curator of the museum collection. Some discussion followed. It was also suggested that a handout for Town Meeting Members be prepared, and possibly a slide show.

The Trustees generally agreed that a similar strategy should also be applied to arguing for a substantial raise in the Library Director's salary at Town Meeting.

- 3.) Ms. Hill-Devine distributed copies of an Electrical Proposal (see attached) to properly wire the new Technical Services area -- formerly the Magazine Room.

MOTION -- by John Cronin "to encumber up to \$800.00 from Library State Aid for electrical work to convert the (former) Magazine Room to a temporary Technical Services area" was seconded by Ms. Ulrich. The vote was unanimous.

Ms. Hill-Devine also noted the need for a memory upgrade for the personal computer at the front desk of the Library.

MOTION -- by John Cronin "to allocate a sum of up to \$200.00 from Library State Aid to cover the cost of a memory upgrade for the personal computer at the front desk of the Library" was seconded by Ms. Ulrich. The vote was unanimous.

5. **New Business:**

A/B. The Building Plan Sub-Committee & Museum Lighting:

The committee will continue to work on developing goals for modifications and maintenance of the physical plant. The committee will also produce a finished document for submission to the State.

C. Historical Society Tour:

The Winthrop Historical Society will likely tour the Museum area of the Library on April 11th. Ms. Hill-Devine encouraged Trustee participation in this event.

6. **Other:**

The Personnel Board will have a public hearing on personnel-related articles to be voted on at Town Meeting on Thursday, March 16, 1995. The Library Director requested that the Trustees attend the meeting since two Library articles are to be discussed.

7. **Date of Next Meeting:**

The date of the next meeting was set for April 6, 1995.

8. **MOTION** -- by John Cronin "to adjourn the meeting" was seconded by Mr. Dalton. The vote was unanimous.

Attendance:

David Redgrave, Chairman
Steve Dalton, Secretary
Mary Ann Ulrich
John Cronin
Marjorie Hill-Devine, Library Director
Steve Crosby, Assistant Library Director