

## Minutes of the Board of Library Trustees Meeting (9/13/94)

1. Bills were signed.
2. Meeting called to order at 7:18 p.m. Acceptance of minutes was delayed until following meeting.
3. Director's Report: (see attached)

Ms. Hill-Devine noted that the Administrative Budget is dangerously low already. She stressed the need to lobby for a realistic appropriation in next year's budget.

4. NOBLE Business:

Ms. Hill-Devine noted that NOBLE has issued a *School Access Policy* (see attached).

-- Ms. Ulrich noted that the Library administration should be in touch Mr. Mauro, the Winthrop High School Principal, to discuss possible involvement. She volunteered to accompany the Library Director to such a meeting.

5. Old Business:

- A. Mr. Crosby presented the Board with a report on the cost of installing doors in the Museum Area (see attached).

-- Mr. Crosby recommended Vendor #1 (MaGee Builders), Option #2.

-- **MOTION:** Mr. Hazlett made a motion to authorize purchase of one set of doors now, according to the recommendation of the Assistant Director, with the provision that the second set be purchased upon receipt of Library State Aid for FY95. Mr. Cronin seconded, and the motion passed unanimously.

Mr. Crosby presented the Board with a quarterly report of the

Museum Preservation Committee (see attached).

- B. Mr. Redgrave reported on the status of the roof and air conditioning projects, as follows:
- Regarding the roof repair, there has been an independent review of Mr. Farley's original report and the review was affirmative. A contract is now in the process of being drafted and should be completed within a few weeks. All documentation should be taken care of by Thanksgiving. It was also noted that Mr. Farley recommends going to bid in January to get the best rates. Mr. Hazlett reminded the Board of the importance of naming the Community Development Office as Clerk of the Works for the project.
  - Regarding the air-conditioning, Mr. Redgrave reported that the chosen bidder submitted a set of unacceptable specs, which were later corrected. Notice will go in the Central Register no sooner than the end of October. Mr. Redgrave noted that the specs do not include air-conditioning for the stacks. Mr. Hazlett suggested that a price be found for air-conditioning the stacks so that an article might be submitted. Discussion on the matter was delayed until a later meeting.

**NOTE:** The Board now skipped to item #7 on the agenda...

7. Long Range Planning Committee Report:

The Board was now joined by Roberta Halloran of the Long Range Planning Committee. A discussion of the Long Range Plan took place.

- **MOTION:** Mr. Cronin moved that the Board accept the Long Range Plan with editorial modifications. Mr. Hazlett seconded the motion. Mr. Dalton pointed out that on page 26 of the Long Range Plan it is stated that the Board of Library Trustees support ALA's Bill of Rights and the declaration on the Freedom to Read. He asked if the Board had ever formally reviewed either document. Some discussion followed, and Mr. Cronin stated that the Long Range Plan does not commit the Board to rigid compliance.

It was agreed that both documents should be reviewed further by the Board at a future meeting. Vote on the motion followed, and the vote was unanimous.

- Roberta Halloran and Marjorie Hill-Devine were commended for their efforts in preparing the Long Range Plan.

NOTE: The Board now returned to item #5C on the agenda...

5. Old Business: (cont.)

- C. Ms. Hill-Devine presented the Board with an *Art Display Policy* and a *Fax Machine Policy* (see both, attached). She noted that Town Counsel Joe Harvey had reviewed and made some language changes in the *Art Display Policy*.

– **MOTION:** Mr. Cronin made a motion to accept the *Art Display Policy* as amended by Mr. Harvey. The motion was seconded by Ms. Ulrich. The vote was unanimous.

– **MOTION:** Mr. Cronin made a motion to accept the *Fax Machine Policy*. The motion was seconded by Ms. Ulrich. The vote was unanimous.

Ms. Hill-Devine presented the Board with a *Public Computer Use Policy*. Some discussion followed, and a vote was delayed until a future meeting.

- D. Mr. Dalton reiterated his request that a special award be given to Warren Davis in recognition of his many years of volunteer service. The Board enthusiastically agreed, and the Library Director said that she would work on the matter.

6. New Business:

- A. Ms. Hill-Devine reported that the expanded hours in the Children's Room did not attract patrons immediately. In fact, it was not until the spring that a significant increase in patron use was noticed. She suggested that the Board should watch the trend in the fall and

winter before determining a long-term course of action.

- B. Mr. Cronin stated his opinion that the Board should not be involved in hiring Library personnel under the rank of the Library Director, Assistant Director, and Children's Librarian. A discussion followed. Mr. Cronin offered to submit a proposal on the matter at the next Board meeting.
- C. Ms. Hill-Devine reported on an alleged incident between two members of the Library staff; she noted that one employee had been reprimanded in the matter.
  - Mr. Hazlett strongly stated that in potentially serious situations the Board should be immediately consulted.
  - A discussion followed regarding the need for policies and procedures to handle sensitive personnel issues.

8. Date of Next Meeting:

The date of the next meeting was set for Thursday, October 20th, at 7:30 p.m.

9. Meeting adjourned at 10 p.m.