



Blake Memorial Library
Board of Trustees
December 31, 2018 Special meeting

Present: Miranda Miller, Lisa Locke, Shirley Montagne, Cate Whelan, Anne McKinsey, Greg Renner, Christiane Carroll, Hillary Dudenhoeffer,

Visitors: Linda Conner, Linda Weiss, Nancy Kittredge, Laura Waterman

Started at 12:00 pm.

1. Appointment of new members to fill 2 vacancies due to resignations to serve remaining terms until the annual association meeting on April 16, 2019. Jane Conner and Linda Weiss volunteered. Motioned, seconded and unanimously approved appointment of Jane Conner and Linda Weiss to the board of trustees.
2. Motioned, seconded and unanimously approved to elect Christiane Carroll as president.
3. Motion, second to elect Linda Weiss for Vice President.
4. Motion was approved to adjourn into executive session with visitors. Executive session was exited.
5. Interim director hiring.
 - a. An earlier list of candidates were contacted to see if they were interested in an interim position. All declined for reasons of immediate availability or lack of interest. For example, Rob Rinaldi would be willing to work as of Jan 15, and Marilyn Cawley as of Jan 31. The board agreed that the library has strong volunteers that are helping out.
 - b. Emily identified 37 hours that are needed to manage the Director's job demands. How to fill it with part-time, full-time or combination with the directorship position and assistant position was discussed. The current Director job description should be reviewed for required changes as the job demands have evolved over time including working remotely, and child care. Current personnel policy should be reviewed for any changes that may relate to a revised job description
 - c. There was discussion on whether minimum standards of the library of Vermont, have been followed by the board and whether the board of trustees should have been part of the employee discussion. Policy and procedure on open meeting law requirements need to be reviewed for trustees and committee member meetings.
 - d. It was moved to approach Emily by President and Vice-President to represent the board offer her opportunity for return and provide board apology. Seconded and approved unanimously.
6. Committee membership
 - a. Jane Connor will be on governance committee.
 - b. Linda Weiss signed up for the personnel committee.
7. Flowers to be sent to Sukie as thank you for her service. Lisa Locke offered to deliver.

Adjourned at 2:20 pm