

## BML Board of Trustees Meeting **Un**approved Minutes 6/18/19

Members present: Jane Conner, Catherine Tudish, Greg Thurston, Linda Weiss, Anne McKinsey, Catherine Whalen, Hillary Dudenhoeffer, Shirley Montagne and Library Director Christiane Carroll; absent: Miranda Moody Miller

The meeting started at 6:31 PM

1. Minutes were approved with the correction that a team *will be* assembled for strategic planning (not has been). Community members are welcome to join the strategic planning committee. Greg made the motion and Jane seconded the motion. Board agreed.
2. Reports
  - a. Catherine Whalen gave the Treasurer's report
    - i. Catherine requested that the board agree to purchase a desktop version of quick books with a discount through TechSoup for \$50. The board agreed
    - ii. There was a concern in the community that serving food at the library program costs too much money. It was discussed that the library budget could handle occasional food bills and that serving food brought more interest and attendance to the program and made the programs all the more delightful
  - b. Renovation/Steering
    - i. The board discussed paying staff during the eight weeks in which the library will be closed. The board agreed to pay the staff during that time. The staff will work some hours from home or in the ECCC vestry where we will have a temporary site. Work will be reduced and we agreed that the staff will be paid the average weekly hours from the 3 months previous to the renovations.
    - ii. It was decided there was not a budget needed for this pay because payment for staff is already in the budget.
    - iii. Jane gave a report on the book culling. There is a need for experts in history to review the 900's. Joyce McKeeman was volunteered by Linda and John Morris was also suggested (who is contacting John?). Anne M. volunteered to look over the Art section.
    - iv. A list of items to be culled from the library was shared with the board. The next step is to ask volunteers if they are interested in any items from the list and anything unclaimed will go for sale to benefit the library.
    - v. The interior design committee is going to itemize a list of needed furniture for the renovation and ask the interior design consultant from Novella for

an estimate on cost. At this time we do not have a budget for interior design (furniture and special lighting for display art etc).

- c. Christiane gave the Library Director's report. No questions.
- d. Personnel committee
  - i. Two job descriptions have been written and completed. Jane made a motion to approve the job descriptions and Greg and Shirley seconded. The board approved.
  - ii. Christiane has finished her self-evaluation, the personnel committee has to finish an evaluation of Christiane and Kim and have a meeting with them to discuss the evaluations
  - iii. Christiane is to receive back pay for her time spent earning her Library Certification. Cate will cut a check.
  - iv. In the event the library is not open persons will find phone numbers to call on the door. Anne, Greg, Linda and Shirley all volunteered to have their numbers on the door. Linda will make the sign.
- e. Governance committee
  - i. Committee membership and chairs were reviewed for confirmation. Linda is to be chair of the library culling committee and with that correction Greg motioned and Shirley and Jane seconded to approve the committee chairs as assigned. The board approved.
  - ii. The changes to the Bylaws were approved by Catherine Whalen making a motion and Catherine Tudish seconded. Board approved.
  - iii. Anne is to work on organizing the GSuite documents. The Unapproved Minutes are to appear on the website ; we strive to have them available within 5 days of the meeting, and will be replaced with the approved minutes after approval
  - iv. There was a discussion about patron conduct policy and the need for updating the policies. Christiane and Hillary will contact Lara Keenan for suggestions of policies for BML.
- f. The fundraising report was provided by Lisa Locke (Chair) and was approved by the Board. The next Garden Tour is coming up on June 29th. This is a great fundraiser for the library.
- g. Buildings and Grounds
  - i. B&G will be given up to \$500 per year to spend without board approval. Jane made a motion and Catherine W. and Anne seconded. Board approved.
  - ii. The heat pumps are not working as intended. Shirley is going to go through her emails with ARC.

- h. The technology report was given by Anne. Scott Welch has been taking care of our library technology.
- i. Strategic planning committee needs both board members and community members.

The meeting adjourned at 8:45 PM