



## Trustee Meeting Minutes 8/6/14;Unapproved

August 09, 2014, 07:11:07 PM

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### UNAPPROVED MINUTES

The Fairfax Community Library Trustees met August 6 2014 in the library. The meeting was called to order at 6:30 PM by chair Toni Jiwatram. In attendance were: Debbie Landauer, Toni Jiwatram, Elizabeth Griffin, Pat McNall, Amy Murphy, and Janel Gamm.

There was no public in attendance

Debbie L. received communication from the Town Clerk about the rollover fund. The current balance is \$2230.33. The beginning balance was \$2929. The librarian believes this current balance figure is accurate.

The Quarterly Report from the Program Director was a positive one. There have been a wide variety of activities happening at the library this summer.

The Secretary's report was approved. Pat McNall made a motion to approve, and it was seconded by Amy Murphy.

### Old Business

The corrected FCL By-laws were presented again and they were adopted as of August 6 2014. Amy M. Made the motion to accept and Pat McNall seconded.

The need for a personnel policy for part time employees was discussed. Since any policy would affect our budget it was agreed to discuss this at our 2015 budget meetings. One proposal was to have a range of hours for floating holidays, based on the number of hours part time employees work. However, state guidelines need to be consulted and Toni will contact the Secretary of State in regard to any state regulations about 'floater' hours.

Our summer student employee is working well. When the library is closed for the week of August 11 she will come daily to empty the drop box, and she will come to help when the library is being set up after the cleaning is completed.

### New Business.

Someone wished to use a museum pass during the week the library is closed, even though patrons had been told it would be unavailable that week. The issue was discussed and the trustees agreed that the pass should only be handled by the librarians and that the policy was sound.

It was suggested that the individual contact other libraries on the home card system to see if they might lend a pass to this individual.

Debbie raised a concern about bill paying outside regular meetings. Amy Howlett from the VT DOL was consulted. As long as the bills paid use money appropriated in the budget or in the trustees special funds, bills can be paid outside regular meetings.

Since emails among more than 2 library trustees can be made public, if need be, the librarian suggested that the trustees create separate gmail accounts dedicated to library communication only.

In accordance with the open meeting law the first item on a meeting agenda should be to add any subjects to be discussed that weren't included on said agenda!

It was further noted that votes cannot be taken via email, nor can discussions about library concerns be held on email. Sharing of information to prepare for meetings can be shared via email.

Minutes need to be posted within 5 days, and the caption needs to state that those minutes are unapproved.

The open meeting law also stated that the time and place of meetings needs to be posted in 3 public places and that meetings should have a regular time and location. Special meetings need to be warned 48 hours before being held.

The trustees resolved that the FCL will hold regular meetings on the 3rd Thursday of alternate months at 6:30 in the library.

The next Joint Meeting will be held October 23 2014.  
The next Trustees meeting will be held December 18, 2014

It is anticipated that the town will be seeking information about budgets early, and that budget meetings may commence as early as October. Pat will speak to Stacy at the Town Clerk's office to find out when the town budget process will begin.

The school members of the Joint Board requested that the Trustee secretary contact them for any agenda items that they might have for any upcoming meeting, and send them an agenda several weeks in advance of the meeting.

The library treasurer reported the following balances in library accounts:  
checkbook 149.85  
outstanding 106.28  
savings 5410.13  
CD 6036.48

There was a mix up in regard to scheduling a program for the library. We will

owe \$124. to VINS to defray travel costs. This money will come from 'other income.'

The meeting ended at 7:40. The next scheduled meeting is the Joint Board meeting on October 23.

Elizabeth Griffin, Secretary