

Unapproved Minutes 3/30/17
Fairfax Community Library
Board of Trustees Meeting

The meeting was called to order at 6:30 by chair Pat Gallant. Present were Debbie Landauer, Janel Gamm, Liz Griffin, and new trustees, Chris Fearon and Eric Foreman.

There was neither public input nor correspondence.

The minutes from the previous meeting were reviewed and approved.

The treasurer's report, submitted by Kyle Metayer, listed \$540.36 in the checking account, and \$2722.37 in the savings account. The money spent for the Baby Book Dedication was \$112.44. For the benefit of our new trustees, Chris and Eric, Debbie noted that there are also CDs, and the amount in each will be noted in the next treasurer's report.

Chris Fearon and Eric Foreman, the newly elected trustees, were welcomed. All trustees shared information about themselves as a way to introduce themselves to Chris and Eric. As part of new trustee orientation we all watched a brief video, "What it Means to Be a Trustee." Brief remarks followed. Essentially, trustees are both the governing board and fiduciary agent for the Community library and the library director is the manager.

Updates

Town Meeting. At the March 4 2017 Town Meeting Pat, Debbie, and Liz were present representing the Library. Although there was not a large crowd, people did stop to ask questions, and one person became a member and a second person asked for interlibrary loan materials.

The library also had informational materials available at the polls.

Facilities Committee. There seems to be a lack of information about the library vis a vis changes to the current facilities revision plan. Neither Joy nor Debbie have had further information about the state of the library in the facilities revision. There was concern because neither librarian had been invited back to the most recent facilities committee meeting.

Library Director Leave. Debbie will be on leave for two weeks beginning April 3, 2017 for a shoulder injection procedure. She will be back on the 17th. Karin, Lara, and Mary Lou will fill in and she has left extensive plans for the smooth operation of the library while she is gone.

Summer Student Employee. Devan Borthwick will be returning this summer.

Welcoming Sign. At the previous trustees' meeting posting a welcoming sign on the library doors, not unlike the sample we read from the Cabot Library, was discussed, and the trustees decided to post it during National Library Week, which is April 9-15. The trustees approved this idea and it will be posted with the appropriate names attached.

New Business

Officers for the 2017-18 year were chosen, Pat and Liz will continue in their roles as president and secretary, and Eric Foreman will be treasurer. Eric will contact Kyle to have his role

clarified and to receive materials. It was decided that there should be two names on the library checking account and so Pat Gallant will add her name.

The town had made changes to its Personnel Policy and Debbie has made appropriate changes to the Library Personnel Policy to align with the town policy. The changes involve sick leave for the part time employees, the number of holidays in the calendar, and the number of floater days for part time employees. Reimbursement for travel for all town library staff is also included in the changes. Liz made the motion and the trustees moved to approve the changes.

The Joint Board will meet in the BFA Conference room on April 13. A partial list of agenda items includes the election of officers, quarterly reports from the librarians, unfinished business, policy updates, and update on the restructuring of the library interior. Dates for future Joint Board meetings and a request for new signs restricting idling in front of the library will also be included. Further agenda items will be solicited and added to the final agenda which will be posted in a timely fashion.

Meeting dates for the Library Trustees in 2017-18 have been set. They are: May 25, August 17, September 28, November 16, and January 18. It is quite likely that meetings will be added during budget season.

Chris Fearon will monitor School Board minutes to see if there are any items of concern to the library.

The Town no longer is using purchase orders. We will follow suit and Pat will send Debbie Woodward an email saying we are in agreement with this policy. In the future when salaries for librarian staff are submitted, we will submit them based on an hourly rate of pay.

The meeting adjourned at 8:10.

The Joint Board meets April 13 at 6:30. The next Trustees meeting is May 18.

Respectfully submitted

Elizabeth Griffin, secretary.