

## MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

November 10, 2016

**Present:** Laura Cottrell, Susan Medeiros, Jennifer Phillips, Eric Stern and Sara Wotton.  
The meeting was called to order at 7:05 pm.

**Policy Updating / Current Task:** No new policies were reviewed. The trustees reviewed the final draft of the budget that will be presented at the budget committee meeting in December. The trustees are in agreement with the proposed budget.

**Secretary's Report:** The minutes of the October meeting were reviewed. Jen moved to accept the report as written. Susan seconded the motion. All voted in favor.

**Treasurer's Report:** Eric pointed out an error in the programming line. Specifically, annual expenditures through November 8 should be \$2,063 instead of \$2,256. Eric will investigate this discrepancy. Susan moved to accept the report as written. Jen seconded the motion. All voted in favor.

**Library Director's Report:** The director's report was reviewed and key points were discussed, including:

- Eric requested input from the trustees regarding Atrium and Apollo, the two electronic catalog systems that the library is considering as a replacement to the existing system. Eric indicated that he will work to obtain trial access to these systems for evaluation purposes.
- Various improvements have been made to the building and grounds, including a new sign that was provided by the Friends of the Library, new paint in the stairway leading to the Children's room, and new grass growing behind the library. In addition, Eric indicated that the library will likely be purchasing a new book cart to allow for better organization and reduce shelving errors.
- The library has temporarily discontinued use of the Clean Slate program due to suspected compatibility issues associated with recent Windows upgrades. Computers are now manually cleaned of unwanted files and the library will revisit the Clean Slate program at some time in the future

Susan moved to add the director's report to the minutes. Jen seconded the motion. All voted in favor.

**Old Business:** The library will continue to investigate holding a reception for the artist who will be displaying work in January and February.

**New Business:** Monthly tasks are up to date. Susan moved to accept any and all donations. Laura seconded the motion. All voted in favor.

The meeting was adjourned at 7:45 pm.

Next meeting: Thursday, December 8, 2016, at 7:00 pm.

Respectfully submitted,  
Laura Cottrell