

## MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

September 7, 2016

**Present:** Laura Cottrell, Jennifer Phillips, Susan Medeiros and Eric Stern.

The meeting was called to order at 7:08 pm.

**Policy Updating / Current Task:** The trustees reviewed the proposed volunteer and exhibits policies. Susan moved to accept the volunteer policy. Laura seconded the motion. All voted in favor. Susan moved to accept the exhibits policy with minor edits to punctuation. Laura seconded the motion. All voted in favor. Eric is waiting for final word from Chris Sterndale as to whether the personnel policy will be adopted by the town. Eric will have the proposed library addendum to the town's personnel policy ready for review at the next library trustee meeting.

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

**Treasurer's Report:** Eric pointed out an error in the supply line. Specifically, the supply line should be \$59.25 under budget, rather than \$1,046 over budget. 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 discussed the idea of using money from the fine account to help upgrade the children's non-fiction offerings. The trustees agree with this expenditure.
- The library would like to switch to a more user-friendly library catalog. Eric will continue to explore new library catalog options and evaluate implications on budget.
- The pump-up waste water system in the Children's Room bathroom continues to experience problems, resulting in a disagreeable odor in the Children's Room. The trustees discussed options to address the issue. Eric will continue to explore the cost for temporary and longer-term solutions.
- Eric discussed the idea of using a contractor to level the area outside the Children's Room and plant grass seed. The trustees agreed this would be a good approach to making the area usable and easy to maintain.

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

**Old Business:** Eric continues to investigate adding a "meet the staff" page to the library website.

**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 8:10pm.

Next meeting: Wednesday, October 12, 2016, at 7:00pm.

Respectfully submitted,  
Laura Cottrell