LIBRARY TRUSTEE MINUTES

Monday, December 12, 2016

Attendance: Kevin Carleton, Carol Sullivan-Hanley, Chris Mirarchi, Karen Canfield, Sheila Kukstis, Elizabeth Holthaus and Jessi Finnie

# The meeting was called to order at 7:35pm

Approval of Minutes: The minutes for November 2016 were approved with minor adjustments.

Public questions and/or comments: No one present

Correspondence: None

Foundation update: Les Ball shared the Memoranda of Understanding documents for Board review and vote. All, but one was approved as there were questions regarding a more inclusive term for the Book Group Room to be called Book Group/Reading Room. This more patron friendly term will be suggested to the donors. Also, about $20,000 was raised by the foundation at the recent wine tasting at the Silas Pierce Homestead.

Director’s Reports

Updates on 44 Jericho Road

1. None at this time.

 Building Project Update

1. The building just reached its 75% completion mark. Most of the HVAC and sprinkler systems are in place.
2. The architect is continuing to get all of the contracts for furniture and steel shelving in place.
3. Finalization of signage to occur sooner rather than later. Jessi is working with APCO to complete this process.
4. The Library will support initial funding for the cable work of “the main scope”. What is beyond this limit will be covered by SCTV.
5. Two quotes have been collected regarding security cameras for the upper and lower entrances. A third needs to be submitted before a choice is made.
6. The photo contest was well received. The images have been selected and passed on to APCO. Len Rubenstein and a committee worked on this process. Letters informing those of chosen pictures are in the process of being sent.

General Library News

1. DVD time limits have been expanded to two weeks. This policy was unanimously accepted approved by the Board of Trustees.
2. The Policy Committee completed their task of policy review and rewrite as needed. The Committee will meet one more time to review the process.
3. The State-Aid waiver was submitted.
4. The first meeting of the LSTA Steering Committee occurred on November 29th. Two subsequent subcommittees were formed to address Programing and Marketing/Communications.
5. Jessi has attended two of the three meetings held by the State Aid Task Force. She is honored and encouraged to have meaningful impact on the Waiver process.

 Incident reports: none

 Adjournment 8:50 pm