LIBRARY TRUSTEE MINUTES

Monday, November 14, 2016

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

# The meeting was called to order at 7:38pm

Approval of Minutes: The minutes for September 2016 were approved.

Public questions and/or comments: No one present

Foundation update: Ginny Ayers attended the meeting as a Foundation representative. She had five “naming contracts” or Memorandums of Understanding for Kevin Carleton to sign representing the Trustees. An important discussion was generated discussing the expectations that some feel are granted when contributing. It was decided that clarity for all need to occur. Also, the “in writing’ pledge of a naming opportunity needs to occur. And finally, there was extensive discussion regarding the design, wording and size of the signs. Jessie will research the cost of some of the recommended changes. It was a unanimous decision that all naming contributors view their sign before placement in the new Library.

Director’s Reports

Updates on 44 Jericho Road

1. The roof will no longer be worked on, even though Jessi Finnie continues to have a leak in her office.
2. Service Master was contacted to detect and remedy a mold smell in the Children’s Room.

Building Project Update

1. According to the general contractor, the final plumbing and HVAC work is taking place. Also, almost all of the insulation is in place and the sheet rock is going up.
2. Architect, Noel Murphy will serve as Construction Administrator until the Library is complete.
3. Currently, the Signage budget is under budget. This may change after the lengthy discussion that occurred during this meeting.
4. The IT and Cable work are almost complete.
5. The Security plan is being narrowed and subsequently, should lower the quote significantly.
6. The photo contest has been judged and Len Rubenstein will be formatting the choices.

General Library News

1. The DVD limits noted in the Circulation Policy will be changed to two weeks. This policy is more “patron friendly”.
2. The Board Subcommittee presented three more policy reviews: Collection, Museum Passes and Computer and Internet Use Regulations were reviewed and voted upon.
3. The State Aid Waiver has been completed and it submitted.
4. The LSTA grant is moving forward. Elizabeth Holthaus, Declan Nelson, Toni Snee and Jessi Finnie will begin to work on programing. Publicity for an April kick-off will occur in March 2017.
5. The final FF and E presentation was postponed.

Incident reports: None

Adjournment 10:pm