

James Blackstone Memorial Library
BOARD OF TRUSTEES MEETING
Wednesday, April 3, 2019 6 p.m.

Trustees (Present): Maryann Amore, Sandra Baldwin, Keira Cervoni, Norman Dahl, Jan Day, Polly Fitz, David Henderson, Ed Kirk, Beth Law, Patricia Sanders, Robin Sandler, Gina Wells

Trustees (Absent): Elizabeth Ferguson, Matt Hughes, Rick Mahoney

Staff: Karen Jensen, Director; Gennett Grinnell, Technical Services Associate Librarian

Guests: Hatsie Mahoney, Representative of the Friends of the James Blackstone Memorial Library

Robin Sandler called the meeting to order at 6 p.m.

AGENDA

1) **Public Comments:** none

2) **Additions to the agenda:** none

3) **Approval of minutes (March)—action:** After review of the corrected minutes, Maryann Amore made a motion to approve them. Polly Fitz seconded. All voted to approve the amended minutes.

4) **Director's Report:** Gennett will retire from her full-time position on May 1. Her retirement reception will be held on April 26 from 12-3 p.m. She will be rehired as a part-time Circulation clerk. Sarah Mallory has accepted the position of Teen Librarian beginning May 14. Jenna Anthony has been promoted to Reference and Programming Librarian beginning April 1. Representative Tom Brockett sent a thank-you note to the library for the purchase of the POW/MIA flag. It is hoped that the board will meet in the new conference room in May!

5) **Treasurer's Report:** Snow removal cost less than budgeted for this fiscal year, but the library was over budget in February. The awning over the public/staff entrance blew off the building due to high winds. The possibility of requesting contingency funds from the RTM was discussed.

6) **Committee Reports—only as required**

Project Planning Committee—

Project Update: The concrete slab for the addition has been poured. By the end of the week, the steel frames will be installed, which will hold the walls. This should be completed within 7 days. The outer construction of the addition should be completed by the end of July. The planned completion date for the project is December 27. The library is also looking into donations of furniture for the renovated library. Photos of furniture should be submitted to Karen for review.

Development Committee—

Spring Appeal: Beth Law thanked the board for their help with the Spring Appeal. The letters will be mailed this week.

Shred-It Event June 22: The event will be held in front of the library from 9-12 noon. The cost is \$7.00 per “copy-paper size” box on the event day. Tickets will be sold at the library: \$20.00 for 4 boxes; \$10.00 for 2 boxes. Prepaying will shorten waiting time in line. Board members were also given 5 tickets each to sell.

Governance Committee—

Formation of the Nominating Committee—action: Sandra Baldwin, Jan Day, and Keira Cervoni were nominated to form the committee. Sandra moved to accept the nominations. David Henderson seconded the motion. The motion passed.

Review of Board Committees and current membership: Since some members did not receive the documents, the review will take place at the May meeting.

Board Skills inventory & recruitment of new members: Several board members will be going off the board within the next year. Members were asked to identify possible candidates who have the skill sets necessary for the board positions becoming available. For each candidate, a small summary of why the person is qualified to serve must be submitted as well as a resume, if possible. The information will be presented at the May meeting, and the vote will be in June.

7) **Program Committee Assistance:** Karen Jensen asked for volunteers to introduce speakers at future library programs. Polly has already volunteered for one event. Karen will put out a slate of programs from which people can choose. Hatsie Mahoney said that the Friends need a new program coordinator for their sponsored events. The position will work with Jenna concerning scheduling and preparation.

8) **Next regular meeting—May 1, 2019—Location TBD**

Jan moved to adjourn the meeting. Sandra seconded. The meeting adjourned at 7 p.m.