

Haston Library  
Trustee Meeting May 10, 2018

Attendance: deb Grennon, Linda Hartman, Carole Richards, Jeff Teitelbaum, Stacie Tremblay, Susan Clark, Linda Childs, Paula Tremblay

6:04 Called to order by deb Grennon

No citizens present for public comments

Approval of April 12, 2018 minutes motion by Sue C. and seconded. Discussion of reminders for revisiting Librarian evaluation and interview of paid librarian substitute process. Will revisit in old business in current agenda. Motion to approve minutes passed.

Approval of Librarian's report- Sue C. moved to approve and seconded. Question arose concerning final program in CLIF grant program. The final author visit is tentatively scheduled for first Tuesday in June. Children at the Franklin Elementary school are already reviewing his books including "Finn the Brave". Questions regarding attendance of Makey-Makey Program. Thoughts were generated on what can and is currently being done to entice participation in this program. Motion to approve librarian's report passed.

Approval of financial report- Sue C. moved to approve and seconded. Discussion: Sue C. asked that page one be removed as it is not necessary information for the trustees. Deb will talk to Lisa about deleting this page for the next meeting. Sue explained the line item of fundraising monies for the group. This money must be budgeted in the yearly financial plan. Much of this money has already been budgeted for books for the Polar Express. Amount of \$25 and \$50 noted to be coded for membership was questioned. Not sure if this money was a membership fee or an amount that should be

coded for professional development. deb will ask if Lisa if the code is correct. Linda H. moved to approve the financial report and seconded.

Correspondence: None

Old Business:

Strategic planning update.

Any meeting discussing anything library related when 4 or more trustees are present must be warned. New date to meet with Lara Keenan and potluck= Monday, August 6th at 4:30.

Discussion of strategic plan included questions of how much research was done on demographics and what do we know of our current demographics. Sue C. will get numbers on this data for the next meeting. Questions were also brought up inquiring the amount of the plan dedicated to technology. The items involved were supported from the data collected from the community visited. Will continue to follow and further discuss with Lara.

Phone Book Fundraiser

Linda reported that advertisements had so far netted \$1630. The cost to print has been approximated at \$500. Full page ads will receive a free book otherwise cost is planned at \$7/book. Linda will check with Lisa about the printing cost so that a decision can be made as to how many books should be printed. Will still continue to consider reprints of the Cookbook from a past fundraiser.

Memorial Day Parade

Everyone will supply candy. Must be individually wrapped. Paula will call Curtis Ploof to ask for his trailer.

deb will ask Todd Beauregard if he will pull the trailer with his tractor.

Paula will ask Nancy Wilson to make a banner: Library Rocks

Paula will also ask Jen Dewing for her Pete the Cat music to play on the wagon and for preschoolers to ride on the float. Stacie will ride with e the children.

Sue C. will arrange for 8 bales of hay for the children to sit on.

We will use old blankets to cover the hay so that the children don't get scratched.

We will meet 9 am at the library to decorate the float.

## New Business

By-Law Review present by Stacie T.

Changes:

1. Page one under Membership of the Board: Line seven- five year plan will be replaced by *strategic plan*.
2. Page three under Meetings: line five- remove the words **and policy**.
3. Page three under Meetings: Add sentence- *Library policies will be reviewed individually, one per monthly meeting*.

These changes must be posted for 30 days before they can be activated.

Once approved they must be updated on-line. Some policies are not current on-line. Stacie will update changes and check on how to make the changes on-line once approved. Many policies reviewed last year are missing from binders or not showing as reviewed with new dates on-line. Kathleen will be asked to print all updated policies for the next meeting. Before choosing a new policy to review all trustees will assure that their binder of information is complete and matching other trustees.

Recreation Committee Update: Paula attended 2 meetings. Homestead patrons have expressed a desire for a cooking class. This generated a lot of discussion. During the planning the library may be able to provide books on cooking.nutrition. More to follow. Many summer activities discussed seemed to be at the school. The idea of a Haston Library Book Wagon that could be brought to the activity was discussed.

Future agendas will include a space for different community group updates with needs from the library.

Tube for the new Haston Library Banner so that it can be rolled for storage to prevent cracking of material. Paula will bring a tube from home.

### Executive Session

7:18 Motion to enter executive session for personnel by Sue C. and seconded.

8:00 Motion to come out of executive session by Linda H.

Motion by Jeff T. to add to the strategic plan, new strategies that will enhance to attract pre-school children. Seconded and motion passed.

8:03 Linda H. moved to adjourn and seconded. Motion passed.

Next meeting: Thursday June 14, 2018 at 6:00