

Minutes July 2, 2018  
Haston Library Trustees

Present: deb Grennon, Stacie Tremblay, Susan Clark, Carole Richards,  
Paula Tremblay, Jeff Teitelbaum

4:33 Call to order by deb G.

Comments from citizens- None present

Approval of meeting minutes June 27, 2018- Motion to approve by Paula T.  
and seconded discussion: Correction to Kathleen Engstrom spelling of  
name. Motion passed.

Correspondence: deb is working on thank you cards for the Bake sale/BBQ

Old business:

Advertisement for Librarian/assistant librarian

Jeff read his draft for submission of ad. Copy to deb. All agreed to his  
wording and content. Agreed that time stamp for submission of cover  
letter/resume remain at July 12, 2018 and returns should be mailed to town  
office P/O Box 82 or town web e-mail. Deb will confirm with Lisa at town  
clerk tomorrow. Also she will be certain that any calls regarding questions  
of advertisement be referred to the trustees for F/U as soon as possible.

Advertisement will be placed ASAP starting tomorrow on the following  
forums: Town web site/Facebook/Front Porch.

Carole R. will be responsible for Front Porch

deb/Paula/Linda will be responsible for sharing on Facebook

Stacie will be responsible for sharing to the VLA site

Also noted during this discussion, our summer intern leaves July 14th

New business:

Paid substitute for summer library coverage.

Jeff T. motioned that a substitute librarian be paid according to Haston library policy. Discussion: availability of substitutes discussed. Haston Trustees are not available for financial compensation for volunteer time. Motion passed.

Determine Coverage for the rest of July

Sue stated that she spoke with Linda Childs. Linda is willing to pick up an extra day per week during this short staffing time. She is also willing to continue as our assistant librarian until the new librarian is comfortable in their role.

After discussion of coverage this is decided until our next meeting:

Deb. is going to confirm with Linda C. her availability for coverage of any days.

Monday July 9th-10-2, Linda C; Tuesday July 10th- 2-7, Stacie; Wed- No coverage needed; Thursday July 12th- Summer Program at town hall- Sue will cover at town hall, during this time the library will be closed and refer patrons to the town hall program site. Linda C. will tentatively cover library 1-6;

Friday July 13th-2-6, Linda C; Saturday July 14th- 9-1

If needed:

Monday July 16th- 10-2, Paula; Tuesday July 17th 2-7, Stacie

Thursday July 19th, Sue will cover summer program at town hall 9-1, again closing the library and referring patrons to the town hall program site.

Stacie will attempt to go for computer /alarm review July 3rd during library hours. Also Stacie will attempt to locate/ help to establish a quick start for volunteers in regard to computer and other responsibilities as needed.

Other business:

Money from Fireman's BBQ bake sale= \$323.00

Cookbook/Phone Book sales- @BBQ= \$170.00; submitted from Linda H.  
from the phone company office= \$150.00

Next meeting: Thursday July 12th

On the agenda will be reviewing jobs descriptions and making changes as needed. All trustees please review in advance if possible.

Generate questions to be asked at interviews of applicants.

5:42 Move to adjourn by Sue and seconded. Motion passed.

Respectfully submitted,

Paula Tremblay- secretary