

September 13, 2018
Haston Library Trustee Meeting

6:00 PM Call to order

Attendance: deb Grennan, Linda Hartman, Molly McGinty, Stacie Tremblay, Jeff Teitelbaum, Linda Childs, Paula Tremblay, Susan Clark

Agenda: Amendments-

Add to new business Recreation Committee Report

Check on payment for Kathleen E. expenses of moving furniture and supplies to ready library floor refinished last summer. Time sheet will be checked to assure payment to Kathleen.

Comments from citizens present: None

Approval of:

Meeting Minutes- July 2, July 12, July 19, August 6, August 25

Motion made by Sue C. to accept all minutes and seconded.

Discussion- changes to minutes:

July 19- pay scale will go up to \$14.00/hour

August 6- correct spelling of Molly McGinty

Motion passed

Librarian's Report: Motion to accept by Paula T. and seconded

Motion passed

Financial Report: Motion to accept by Sue C. and seconded.

Discussion: Grant money of \$1,6025.38- where is it and where did it come from? Molly will work with Lisa to help resolve. Also deb suggested "Reserve" column for unanticipated donations.

Also suggested breaking down the coding columns in the report that specify grants and donations. This would ease explanation

of funding in the town report. Jeff would also like a wish list from Molly for these funds. Jen Dewing also stopped by the library to notify that she had a \$1000 grant from the Parent Child Center and she is willing to share this money with the community.

Correspondance: None

Old Business:

Job Description- Haston Librarian

Paula moves to review job description and seconded.

Discussion: Title changed as per suggestion. Under collects statistics add the word "and". Under the minimum knowledge section add under certification "and or Master of Library Science". Future review of hiring data may remove the Minimum knowledge, skills or qualifications from this form and add it to the hiring process form.

Motion by Jeff to accept changes and seconded.

Motion Passed

Attic/Leak in childrens room

Peter was made aware of possible leak by deb. Dave Banyoun inspected and did not see the source or any fresh water stains. Will continue to monitor.

Attic has been cleaned out on the furnace room side.

Computers were removed and brought to recycle center.

Trustee and friends/family worked X 4 visits to accomplish so far. Still shelving and bookcases remain that can be sold/disposed of. Sue will make a list of sellable items. Still need to assess decorations in totes. A HUGE thank you to Sue, Carole, Linda and others for the hard work!!!!

Budget:

The plan needs to be made for our budget. Committee of Carole, Linda, Sue, Jeff and Molly will begin reviewing and planning. To assist with this plan the strategic committee will also reconvene to review expenses anticipated for the next year plan. No dates for these committees made.

Hiring Assist. Librarian and hours:

Hold for new business section.

New Business

Staff division of hours.

Molly discussed that she is hired for 22 hours and the library is open for 26. The 22 hours of Molly's does not allow for the programming and outreach programs. Much discussion ensued as to the direction Molly and the Trustees would like to guide the library towards.

Motion by Sue that the Haston Trustees will increase Molly's hours to 26/week and Molly's outreach hours (meeting/programs) will be included in those hours. The Trustee's will hire a clerk/substitute for 4 hours and any substitution hours Molly made need. The motion was seconded.
Motion Passed

Oct. 15 is the day that Linda Childs would like to retire. Until then she will continue to support and assist Molly as needed. She will provide this assistance regardless of extra time needed. All time spent will be paid.

Paula will contact Lisa in the town clerk office about these changes and a letter will be sent of the same. Time changes will begin time period of 9/10-9/22.

Proposed Future program ideas:

Molly present a handout of proposed program ideas for September/October (attached) Big incentive "Rooted in Vermont" is an excellent community minded and inclusive event.

Paula Reported from the Recreation committee:

"Trunk or Trick" October 26th at the school and asking for library presence. Trustees will help to supply bags of candy.;
Oct. 12- Glow Run. Paula will attend the next rec. meeting with Molly.

Tractor Day

10/20 Molly will begin preparing for this. Trustees will help as needed.

Hiring Clerk/Substitute

Sue will contact Josh.

Amy Kemp came to the library today interested in clerking.
Molly will give contact information to Sue.

Continuing Education and training for the Librarian

Included in the budget

VOCAL training; State Trustee meeting moved to spring; Molly will check with Lara regarding free webinars for training.

Linda Childs retirement date is Oct. 15

8:13 Motion to adjourn by Sue and seconded

Motion passed.

Next meeting October 11.

Respectfully,

Paula Tremblay

