

**Erving Public Library
Library Trustee Meeting
November 18, 2018
3:00 PM
Held at the Library
Minutes**

The meeting called to order at 3:15 Present: Trustees Mackensey Bailey and Rupert Roy-Clark; Trustee Dan Hammock attended by cell phone; Director Barbara Friedman. Becky Hubbard arrived at 3:50. Dan got off the phone at 3:45 and rejoined the meeting at 4:19.

3 – 4 EPL Policy Review:

Discussion of Social Media Policy, Gifts Policy

Start discussion of Study Room Use Policy; Multi-Purpose Rental/Use Policy

To reference other policies see <https://www.masslibsystem.org/policies/meeting.html>

Hand-outs: prototypes from Madison Public Library (Roman numerals I – IV);

Library Bill of Rights; Library Patron Responsibilities. Copy of existing EPL Patron Behavior Policy. After brief discussion, continued to next regular meeting, along with the Social Media Policy and the Gifts Policy.

4 – 6

Minutes: Approval of October 14 Minutes motion to approve Rupert, Second Mackensey. Approved Mackensey, Rupert

Reports

Friends' Report – *Rebecca Hubbard, Friend's President.* Two new members. Working on fundraising ideas. Annual meeting and election of officers at next meeting. Coffee Can Raffle at Library. Raffling an item at the Senior Center Bazaar. Crafts sessions upcoming—snow flakes; holiday lighting project

Librarian's Report- *Barbara Friedman, Library Director* Financial report postponed to next meeting; bill schedule should be ready next week; MBLC 2020 Action Plan needs to be signed by December 8 by all Trustees; Trustees and Friends can email documents for printing at the Library as an attachment to 595isnnn63ufi@hpeprint.com

Library Building Committee Update- *Rupert Roy-Clark, Bldg. Committee Liaison* Bids are posted. Filed sub-bids by 2:00 p.m. December 5; General Bids due 2:00 p.p. December 19th.

Next Meetings

Tuesday December 11, at the Library 4:30 Executive Session

Sunday, December 16 at the Library at 3 p.m.

Agenda Items TO DO:

- 3 – 4 POLICIES: Final Vote of Social Media Policy, Gifts Policy
Start discussion of Study Room Use Policy; Multi-Purpose Rental/Use Policy
Behavior Policy

Approve minutes from October 28 and November 18 meetings

Reports

- Friends' Report – *Rebecca Hubbard, Friend's President.*
- Librarian's Report- *Barbara Friedman, Library Director* (see attached)
- Library Building Committee Update- *Rupert Roy-Clark, Bldg. Committee Liaison*

Old Business

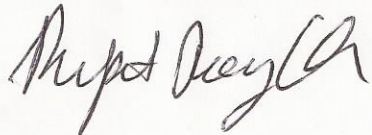
- Traversari Room
- Director's Employee Performance Evaluation form
- FY 2020 Budget Discussion

Next Meetings

Adjourn

Motion to Adjourn by Mackensey at 6 p.m. Seconded by Rupert. Passed unanimously.

Respectfully Submitted

A handwritten signature in dark ink, appearing to read "Rupert Roy-Clark", is written over the "Respectfully Submitted" line.