

Erving Public Library
Library Trustee Meeting
August 27, 2017
Held at the Library
Minutes

The meeting was called to order at 4:02 p.m. Present were Trustees Mackensey Bailey, Holly Fitzpatrick, and Rupert Roy-Clark; Director Barbara Friedman, Library Building Committee Co-Chair Sara Campbell

Intern Shannon Compton

Approval of Minutes:

- Approval of April 30, 2017 Minutes moved by Rupert, seconded by Mackensey, passed unanimously
- Approval of June 25, 2017 Minutes moved by Rupert, seconded by Mackensey, passed unanimously

Friends Report: See Attached. Mackensey pointed out that the Friends are on Amazon Smile for fundraising at no additional cost to the Amazon user, and suggested we try to put the word out. We will ask to have it added to the Around Town.

Librarian's Report: See attached

Building Committee Liason: Sara reported that fundraising is not in the purview of the Building Committee, but individual members are willing to help and support the Trustees in fund raising. Suggested maybe the Trustee Liason could rotate to take some pressure off Rupert. We will ask Bryan Smith about creating Alternative Library Trustee appointee(s) to help make sure we're in the loop and to help with any quorum issues.

Library Users Survey Results: Summary was presented by Holly. See Attached.

Staffing: We discussed various staffing options.

A Hierarchy of staffing:

- Band of Volunteers & Teen Community Action Worker
- Intern
- Substitute Library Assistants
- Jean, Library Assistant
- Barbara, Library Director

Motion by Mackensey: to request that a Warrant Article be created to raise and appropriate at Special Town Meeting the sum of \$8,400 to be added to the Library Staff Wages Line (01-610-100-51100), to fund a 14 hour a week Library Assistant position from October 1, 2017 until June 30, 2018, with the expectation it will become a permanent position next year. Seconded by Holly. Passed unanimously.

Trustees received a letter from the Selectboard regarding a number of concerns. We will be responding as soon as possible.

Agenda for next meeting:

- Fundraising
- Barbara's Evaluation & Annual Goals for Barbara
- New Contract for Barbara
- 2018 Programming
- **New Employee Performance Evaluation Form:** The Library Trustees would like to see the dates covered by the Annual Review as part of the form. Trustees will review Barbara's Self-Assessment and be prepared to complete the Supervisor's Response at the next meeting.

Adjournment: Moved by Rupert, seconded by Holly, passed unanimously at 7:09

Next Meeting: The next meeting is scheduled for Sunday, September 24, 4 pm at the Library.

Respectfully Submitted,

Rupert Roy-Clark