

Erving Public Library  
Library Trustee Meeting  
October 18, 2017 at 7:00 p.m.  
Held at the Library  
Minutes

The meeting was called to order at 7:03 p.m. Present were Trustees Mackensy Bailey, Holly Fitzpatrick, and Rupert Roy-Clark; Director Barbara Friedman, and Friends of EPL Becky Hubbard.

**Approval of Minutes:**

- Approval of August 27, 2017 Minutes moved by Rupert, seconded by Holly, passed unanimously

**Friends Report:** Trustees congratulate the Friends on achieving 501 (C) 3 status. Events include: Sunset Hike honoring Thoreau's 200<sup>th</sup> October 22. Pumpkin painting October 22. Local author Philip Johnson November 14.

**Librarian's Report:** See attached.

**Old Business:** Special Town Meeting not until December or January. Alternate Liaison to Building Committee not possible with voting (and quorum) privileges. If two Trustees attend, the Building Committee Meeting must be posted as a Joint Building Committee/Trustees minutes.

**Adjournment:** Moved by Rupert, seconded by Holly, passed unanimously at 8:40

**Next Meeting:** The next meeting is scheduled for Sunday, October 22, 4 pm at the Library. Following meetings planned for November 19 and December 17, both at 4 pm at the Library.

Respectfully Submitted,

Rupert Roy-Clark

## Future Agenda Items

### Old Business

- Capital Line money request (\$1000?) for Technology for FY19 to fill in the gap before the New Building Capital Plan
- Trustees received a letter from the Selectboard regarding a number of concerns. We will be responding as soon as possible.
- Annual Goals (Action Plan MBLC due in Boston in December)
- Finalize Employee Evaluation Form Discussion & Review 2 Staff Members forms

- Staffing Budget (Review Support Documents for Merit Raises)
- Library Director's Contract (Discussed since 2016)
- Fundraising

**New Business**

- Sign Bill Schedule & Director's Time Sheets
- 2018 Programming – ECC applications review & future budgeting
- Draft FY19 Budget (Due November 2017)
- Draft 2018 Annual Report (Final Due January 2018)

Respectfully Submitted

Rupert Roy-Clark