

**Erving Public Library  
Library Trustee Meeting  
October 29, 2017 at 4:00 p.m.  
Held at the Library  
Minutes**

The meeting was called to order at 4:05 p.m. Present were Trustees Mackensey Bailey, Holly Fitzpatrick, and Rupert Roy-Clark; Director Barbara Friedman, and Friends of EPL Becky Hubbard. Scott Bastarache was present as an observer.

**Approval of Minutes:**

Approval of October 18, 2017 Minutes postponed until next meeting.

**Librarian's Report:**

MBLC Report from Barbara. Recommend connecting with Representative Susannah Whipps to increase the MBLC cap for library construction. Sutton probably out of the running for MBLC grant, as town rejected the proposal. Whalen got an extension to get town approval of financing.

**Building Committee Report:** Rupert relayed the Trustees request that future Building Committee Meetings be posted as joint Building Committee – Trustee meetings so more than one Trustee could come to the meeting. LBC agreed to do so in the future. Rupert relayed Trustees willingness to have Alternates to cover when Rupert is unable to attend Building Committee Meetings, but that our understanding was that it could not be allowed. A Trustee could attend when Rupert did not, but could not vote or count toward a quorum. Bryan Smith reported that he thought it could be possible to have one or both of Holly and Mackensey sworn in, and would relay our request to the Selectboard.

**Proposed FY19 Budget:** Trustees reviewed proposed FY19 budget, made changes. Motion to accept: Rupert by seconded by Holly; unanimous (see attached).

**Finalize Employee Evaluation** Got some feedback from Scott on dealing with evaluation format and expectations. Scott clarified that the current evaluation is only through the end of December, and the Town is working on clarification and received our request to include the time period covered in the form. Trustees worked with Barbara for measurable goals for next 3 months for future evaluations. Mackensey to update the Director's review with Trustee comments and Director's goals.

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

**Adjournment:** Moved by Rupert, seconded by Holly, passed unanimously at 6:45 p.m.

## **FUTURE AGENDA ITEMS:**

### **Old Business:**

- Approve Minutes of October 18, 2017
- 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
- 1. **New Business**
  - 2018 Programming – ECC applications review & future budgeting
  - Draft 2018 Annual Report (Final Due January 2018)
  - Warrant Articles for Special Town Meeting

Respectfully Submitted,

Rupert Roy-Clark