

**Board of Trustees Meeting**

4/29/2014

Highland Mills Branch

**Trustees In attendance:**

Dorothy Morris, President  
Angela McKeown Cooper  
Ellie Pastel, Vice President  
Dona Weyant  
Joseph Ingenito  
Patricia Coogan  
Karen McKenzie  
Patricia Reynolds  
Gail Tummarello

**Trustees Absent:**

Jennifer Bradshaw, Director was present.

**Call to Order:** Meeting called to order @ 7:34 by President of the Board: Dorothy Morris.  
Welcome to the Board Gail Tummarello.

**Motion to approve minutes from last month** by J. Ingenito; seconded by E. Pastel  
Ayes 9: Morris, Cooper, Weyant, Ingenito, Coogan, McKenzie, Reynolds, Tummarello, Pastel  
Nays: 0.

**Approval of 12 vouchers.** Motion to approve by P. Coogan; seconded by E. Pastel.  
Ayes 9: Morris, Pastel, Tummarello, Cooper, Weyant, Ingenito, Coogan, McKenzie, Reynolds  
Nays: 0.

**Director's report**

- Status of new Computer policy: All is going well except for people that don't live in town; there are complaints if they have to show library card and drivers license; primarily people from Monroe. Library in Monroe is now open again.
- New DVD policy: All is OK, no issues.
- Central Valley Branch up and running on Monday. All decorated- looks very nice. Programs up and running.
- Employee Training: 5 Clerks are scheduled to take data base classes in Warwick 4.30.14.

- Library assistance class is coming up. It is 6 sessions over three weeks. Still working on who is going and when. Funding is OK. RCLS is hosting this time so it is close (Middletown).
- Security: Chief of Police is coming to May meeting to address security and alarm systems. Jen should also have a price by then for cameras with audio.
- Accounting: There was another meeting with the town 4/15. J Burke gave an example of a report from a school with same systems issues we are having and now we are using a log and register – like we used to. The issue resolved.
- Rick Wells, the Director of the Senior Center as extended an invitation to the West Point tour on 5/7. All are meeting at the Senior Center at 9 am. Car pooling.
- Will review rules of conduct after Chief Police meeting in May. After some discussion it as tabled until next month. Karen brought up age of 13 limit; she would like to see a younger age.

### **President's report**

- Central Valley Status – looking at approaching it in stages
  - Roof
  - Insulation
  - Handicap accessible
  - Once it's safe – then what comes next?

J. Ingentio questioned if the Board should put together a committee to focus on Central Valley Projects. Joe would like to see a committee formed so there is more interaction with other board members. More exchange of information.  
Topic of committee was tabled.

Board needs to start thinking about how things will get paid. The expectation is that expenses will be shared with town. Part of the problem is neglect over the years to save money. We can't shoulder it all because we have things we want to spend money on.

- Director Evaluation
  - Focus on how we are going to work together
  - What should she be working on? Achievement goals
  - 41% of boards do not evaluate Directors, we will
  - Last review was 2007
  - Looking for self improvement
  - 3 points of focus: Community outreach, physical locations, staff development
    - Keep Board apprised of policies, changes, updates
    - Programming – community outreach ideas
      - New baby sign up – baby book, library card, like welcome wagon
      - Language classes and offer babysitting

- Holiday theme
- Use student (honor society) volunteers
- Fiscal management
- Will review against agreed goals at end of 2015

**New Business:**

Dottie is asking that all Board members look at the categories and see if anything tweaks our interest. Where do we want to be involved? We'll work on it next month. Jen needs to ask staff what they are interested in getting involved in.

Jen will bring copies of union contract to next meeting. Kathy is the representative.

**Old Business:**

Dottie requested feedback on the Meet and Greet supper.

- Ellie – thought it was a success; with CV closed they all got a chance to work together; fun to put faces to voices.
- Joe – good opening Next time meet with agenda, important to follow up; let's do a survey.
- Pat C – they enjoyed being fussed over (employees)
- Dottie – was more immediate focused conversations, not seeing big picture.
- Dona – nice to meet everyone.
- Karen – We are asking the employees for a new focus, need to work on it.
- Angie – a week before we should have a casual work session – ask them to make a list – collect it, address it, move on.
- Before the next meeting, let's hand out the architects report and ask "what would you do with space?" Ask everyone to come prepared to discuss it. Issue agenda; with 6-7 dinner, 7-8 meeting; simpler meal.
- As employees get ideas they can funnel through Jen.

Topic was tabled.

**Trustee comments:**

Dona – mentioned parking lot light issue. Dottie has asked the town. Sensor lights on either side of building would be helpful. Bob Blair will take care of it. If is a financial issue, Library will pay for it.

**Motion to adjourn** at 9:33PM by D. Weyant; seconded by A. Cooper.

Ayes 9: Morris, Cooper, Weyant, Ingenito, Coogan, McKenzie, Reynolds, Tummarello, Pastel

Nays: 0.

Next regular Board meeting is May 27, 2014

Respectfully submitted,  
Karen McKenzie

