

**Board of Trustees Meeting**

10/28/2014

Highland Mills Branch

**Trustees in Attendance:**

Dorothy Morris, President  
Ellie Pastel, Vice President  
Patricia Coogan  
Patricia Reynolds  
Angela McKeown Cooper  
Gail Tummarello

Jennifer Bradshaw, Director, was present.

**Trustees Absent:**

Karen McKenzie

**Call to Order:** Meeting was called to order @7:35 by President of the Board, Dorothy Morris.

**Motion to approve minutes from last month** by Patricia Coogan; seconded by Patricia Reynolds.

Ayes - 5: Morris, Pastel, Coogan, Reynolds, Tummarello

Nays: 0

**Old Business**

**Code of Conduct** – document has been completed but consequences are still to be determined. Question was raised as to whether or not the presence of a surveillance system should be mentioned in Code of Conduct. Decision was to post a sign informing patrons that the area is under video surveillance. Jennifer is still seeking to determine consequences and looking to establish a protocol for those consequences.

**Fire Evacuation** – Plans are in the hands of the fire department. Issue was tabled since we are not ready to move further at this point.

**Security System** – Jennifer has been in touch with Frank. Materials are on order and the Highland Mills facility should be done by Thanksgiving.

**Community Outreach Update** – The plan to feature two members of the Chamber of Commerce has been delayed by water damage to DV Sign and by the abundance of information made available by Bodyworks by Michelle. These displays are works in progress, which is not a problem since neither is time sensitive.

**Follow-up on Clerks' In-service Workshop** – Jennifer has received written feedback from three of the six clerks who attended the workshop that included topics like the history of libraries and reference interviewing. These individuals expressed good feelings about their participation. Jennifer is going to follow up with the three remaining participants. Seven clerks will be on the list for participation in the

March training. Jennifer also mentioned that one staff member had received her degree in library science and another had completed her degree. It was agreed that the trustees should acknowledge those accomplishments.

### **New Business**

**Evaluation** – The evaluation of the staff was a main issue of the meeting. Emphasis was on a positive focus, with an eye toward a working relationship based on a contract built on trust, with common goals to be achieved through cooperation and collaboration. Dorothy Morris read a statement she had prepared (copy attached) that addressed the purpose of such evaluations. She spoke about determining how and where to start in order to enable our library to serve our community even more effectively and made specific recommendations: establishing a baseline regarding our assets – most especially the staff; enhancing the physical environments even before renovations are completed; evaluating our publicity tools; and including more specific information about programs and participation in the monthly Director’s Report. Dorothy also spoke about Jennifer’s many strengths and about the responsibilities of the trustees in regard to establishing policies but not interfering with their implementation or the operation of the library. At the November meeting we will attempt to understand and solidify the various job descriptions (copies provided by Jennifer are attached).

A request was also made regarding obtaining information about the operation/influence of the union, and comments were made about the effect of pre-school enrollment on participation in library activities.

**Influence of Pre-school on Participation** – Pat Reynolds mentioned the impact of pre-school enrollment on library activities. The library was discussed as a resource for computer instruction and activities for these children and for students who are home schooled. The Veterans’ Day activities (scheduled for a day when school is not in session – we discussed scheduling programs outside of the school day as another program option, although parents having to provide transportation could be an issue) were discussed, as was the possibility of scheduling activities for parents at the same time as children’s activities are scheduled.

Jennifer was asked to include numbers related to participation in her monthly report. Ellie asked about using Twitter to get information to the public. We are currently on Facebook.

**Maintenance of the facilities** - Jennifer shared a letter she sent to Buildings and Grounds in which she mentioned specific items that require attention (copy attached):

- Power washing building
- Painting the hallway
- Trimming trees and removing weeds
- Removing stains from carpeting
- Replacing stained ceiling tiles
- Replacing light bulbs
- Dealing with wires extending from ceiling

**Update on Community Grant** -The use of funds was discussed. Compliance in regard to the elevator, bathroom, and stairs (is modification possible/practical?) is critical. Other concerns include replacing the HM roof (must be linked to work on Senior Center although funding sources will be different) and mold in the overhang at Central Valley. Appropriate bidding practices are required.

**Number of Trustees** – Angie Cooper asked a question about the number of trustees the board requires, since we are currently down two members. Dot has asked Desiree Potvin to check on this, as not replacing missing members might allow the current board to proceed as a cohesive unit without having to worry about bringing new members up to speed. At that point, Pat Reynolds indicated that she will leave the Board of Trustees at the end of her current term this December. This may change the way we proceed, since it will create a third vacancy. Dot did express a desire to be present at any interviews conducted to fill empty seats.

**Yearly Calendar** – A focus has been identified for each month:

- March – Pick oldest policy for review/Sign annual report
- April - Move on to next oldest policy for review
- May – evaluate where we have gone and are going
- June – summer reading program
- July/August/September – ideas/needs for budget
- October/November – evaluate what is happening/look to future – create plan

### **Director's Report**

**Approval of 23 Vouchers** – Motion made by Dot Morris, seconded by Pat Coogan.

Ayes 5: Morris, Pastel, Coogan, Cooper, Tummarello

Nays: 0

**Budget Modifications** - Request for transfer of funds as indicated on attached documents.

### **Updates**

Ida Cornell materials are on display at CV. Jennifer will send a letter of appreciation to the donors.

Library will not be represented at the Chamber of Commerce's Halloween Trunk or Treat activity this year but we will send a written request to be included next year. We could consider treat bags that include pencils, erasers, stickers. Ellie volunteered the use of a real trunk.

Tasha Tudor materials have been received. Placing an article about this in the Woodbury Gazette was suggested.

Appearance of the lobby was discussed, including leaving the bulletin boards off the doors, adding greenery (ficus tree?), adding a welcome sign.

Suggestion was made to identify a librarian/clerk of the month in order to create greater public awareness of our staff and what they bring to the public (skills, interest, expertise).

**Public Comments** - None

**Motion to Adjourn** at 9:40 made by Angela McKeown Cooper, seconded by Patricia Coogan.

Ayes 5: Morris, Pastel, Coogan, Cooper, Tummarello

Nays: 0

