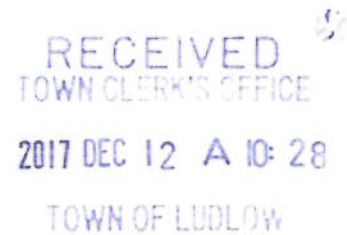


Hubbard Memorial Library
Board of Library Trustees
Minutes- November 2, 2017



Attendees: Chris Davis, Robert Mishol, Patrick McGowan
Meeting called to order at 1 p.m.

Minutes of the October 4th meeting were accepted with a few minor corrections.

Director's Report

1. Staff goal setting forms were reviewed and discussed. A few changes were recommended. Revised forms will be on next month's agenda.
2. There are no procedures manuals presently in place. Pat has requested that draft procedures be developed by 1/1/2018, with a target completion date of 7/1/2018
3. Pat presented drafts of the L-1, L-2, and L-3 positions. We have not had job descriptions approved by the Trustees since 1985. These drafts will be shown to Union Representative Melissa Rickson for her review and approval.
4. A draft of the new Service Brochure prepared by Melissa was presented. The Board was very complimentary, and recommended that it be printed, distributed, and be available to patrons and other concerned parties.
5. Unfortunately, the Proposal for the Davis Grant was not accepted. As Pat had just received word of this, he will try to find out if anything further can be done.
6. The job description for a Reference/Technology Librarian was discussed and approved.
7. A letter from Grodsky and company was received providing HVAC asset evaluation. Pat will ask our Town Administrator to give us advice on how to proceed in the future regarding this costly aging unit.
8. Pat discussed the value of evaluation reporting.
9. Coffee service was discussed. The Friends were willing to provide a coffee urn which would have to be maintained by Library staff. They did not want a Keurig. Because of high maintenance concerns, this suggestion was not accepted .
10. New shelving for the Children's area has arrived, and will be set up in the near future.

Policies

A Confidentiality Policy was reviewed and approved.

The Volunteer Policy will be brought back to next month's meeting. It was not understood that this policy was primarily for Senior Abatement Volunteers, in addition to regular volunteers.

The meeting adjourned at 3:05 P.M.

The next meeting is scheduled for December 7th at 1 P.M.

Respectfully submitted,
Robert Mishol