

Board of Library Trustees - Meeting Agenda

May 1st, 2018

1:00 PM

Hubbard Memorial Library

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Appointments

Swearing In and vote on reorganization of Board of Trustees

Director's Report

New Business

- Review and vote on April Hubbard Memorial Library Board of Trustees meeting minutes
- Review and vote on job descriptions
- Review and vote on Circulation Policy
- Review and vote on Special Loan Agreement and Special Loan Policy
- Review and vote on Equipment Agreement
- Continued work on Facilities Plan
- Scheduled staff development training with Group Restoration on 5/24th from 1-5. The library will be closed during that time.
- Had staff meeting with Rob Datz from American Fidelity Insurance company to advise staff of changes to employee benefits and comply with IRS requirements
- Completed Amy's staff goals
- Signed an Permission to Link agreement from Merck to provide free online access to Merck Manuals and Merck Veterinary Manual, a valuable resource for medical information
- Chris, and I met with the Capital Improvement Committee on April 25 to provide new documentation regarding the HVAC replacement costs
 - I obtained updated estimates reflecting the entire scope of work for the HVAC replacement from three companies
- Delegated supplies ordering to Amanda Lemieux
- Created two new draft documents for a potential library expansion
- Discussion of intermediate steps to enhance space in and outside of the library
 - Conference Room partition
 - Pavilion

Old Business

- Display case needs to be fixed – I reached out to Joe Molè to schedule the repair
- Reminded DPW of request to remove three dead pine trees
- Need to complete staff goals for July and Sam

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Correspondence

Updated job descriptions
Equipment Loan Agreement
Special Collections Loan Policy
Special Loan Agreement
Merck Permissions Agreement
Draft document for library expansion
Conference Room partition information
Pavilion information

Executive Session

Discussion: Open

The June 2018 meeting date/time has yet to be determined.

***Not all topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice.**