

Board of Library Trustees

Hubbard Memorial Library

May 1, 2018

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Attendees: Chris Davis, Robert Mishol, Patrick McGowan and Elaine M. Karalekas

Meeting was called to order at 1:00 p.m.

Reorganization and vote on the board of Trustee, Chris Davis-Library Chairman, Bob Mishol-Vice Chairman and Elaine M. Karalekas-Secretary

Director's Report

New Business

1. Bob and Elaine voted to accept the minutes from 4/2018.
2. Reviewed and voted on job descriptions. Deleted supervisor from L3, L2 and L1. All will report to Pat.
3. Circulation policy and number of items on hold reviewed.
4. Bob recommended, Chris seconded, all approved the Special Loan Agreement and Special Loan Policy and Equipment Agreement.
5. Reviewed Facility Plan for 2018-2025.
6. Staff Development will be on 5/24/18 from 1-5, during which time the library will be closed. The cost will be about \$1500.00.
7. Robert Datz from American Fidelity Insurance is meeting, by appointment, with staff members about changes to employee benefits and IRS requirements.
8. Amy's staff goals were completed.
9. Signed a Permission to Link agreement from Merck for free access to their manuals.
10. HVAC Chris and Pat meet with the Capitol Improvement Committee with three new estimates for replacement costs. Capitol improvement voted to approve \$25,000. for the system. It will come up at the 5/14/18 Town Meeting.
11. Amanda Lemieux will order supplies.
12. Viewed two new draft documents for a potential library expansion to enhance space for the Conference Room partition and the Pavillion.

Old Business

The display case is being worked on by Joe Mole.

DPW reminded to remove 3 old pine trees plus a new dead tree.

Staff goals need to be completed for July and Sam.

Bob recommended and Chris seconded that the meeting be closed and moved to Executive Session at 2:30.

Meeting resumed at 3 p.m.

Correspondence:

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

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Next meeting will be on Tu. 6/5/18 at 1. Bob motioned to end the meeting and Elaine seconded.

Respectfully submitted by Elaine M. Karalekas

Executive Session 5/1/18.

Trustees Meeting

In attendance were Bob Mishol, Chris Davis, Patrick McGowan and Elaine M. Karalekas.

Discussion of free fines for staff. Bob mentioned and we agreed that there are no free fines for staff and family.  
Chris and Elaine motioned to end Executive Session at 3.

Respectfully submitted by  
Elaine M. Karalekas

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