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TOWN OF BROOKFIELD

Trustees—Minutes for

Monday, January ²⁶12, 2009

Attendance: Sally Brown, chair, Linda Barron, Barbara Steadman, Wilfred Steadman, (late) Matt Bansfield, (absent) Barbara Clancy
7:05 p.m. Call meeting to order.

Review minutes from Monday, December 8, 2009 Motioned, second and approved

OLD BUSINESS:

Budget: FY09 and FY10. Memo from BOS regarding budgets, FY10 maybe cut up to 10%. Hold off on major expenditures if at all possible in FY09. Department Head meeting Wednesday, January 28th at 7:00 p.m. in the Banquet Hall. Sally made a motion for spending freeze from expense account, Barbara S. second, all in favor.

All the Trustees donated \$25 each to the Friends of the Library in Memory of Jim Dahler.

Heating system: Called all members of the BOS to get permission to call. Wed. Jan. 7 we called MacDonald Heating to repair unit #2. The cost to repair the broken nozzle was \$265.45.

4 Lincoln Street update: discussion of proactive steps to acquire a property and establish as a unique acquisition. Linda B. motioned to the Trustees to pursue the acquisition of 4 Lincoln Street prior to the Annual Town Meeting, Sally seconded, all in favor.

NEW BUSINESS:

Pine tree has fallen upon our Ash tree. I called Tim Batchelor, Tues. Jan. 20 left message. Linda B. gave Brenda Clay Tarkanian's number to get an estimate for the tree removal.

Grants for *Mobilization for Significant Infrastructure Investment*. Wed. Jan. 7 I worked with Rudy on one of the dozen projects to be submitted (Jan. 8) to the Governor's Office—The purchase of 4 Lincoln Street. These projects must be shovel ready in 180 days and completed in two years, \$200,000.

Rockband was overdue (first time) three weeks, sent notice certified—returned upon receipt.

(I believe we are not the appropriate Board for this discussion). Bob Wilder requested a discussion on approaching the Diocese regarding St. Mary's Church on Lincoln Street—the Town of Brookfield first option to purchase or donate to the Town.....

Upcoming programs: Friends meet, Thurs. Fe. 6 at 6:00 p.m., Worcester Art Museum outreach Wed. Jan. 14 12:30-2 and 2:30-4, DA's office, Internet Safety (w/ BPD) Thursday, Jan. 15. Book Discussion Tuesday, Jan. 27, 7:00 p.m.

Next meeting, Monday, Feb. 9 at 7:00 p.m. Meeting adjourned 7:55 p.m.

Minutes, Trustees, Monday, February 9, 2009

Meeting called to order at 7:05 p.m.

Attendance: Sally Brown, Matt Bansfield, Barbara Steadman, Wilfred Steadman, Brenda Metterville. Linda Barron and Barbara Clancy absent.

Reviewed minutes from Monday, January 26, 2009, Sally moved to accept, Barbara S. 2nd all approved.

OLD BUSINESS:

Clay Takorian will remove pine branch from tree by end of February. Sarah H. said they would pay the fee.

We no longer need the request for legal services submitted to the Board of Selectmen and is on the agenda for Tuesday, Feb. 10 meeting. This was regarding a purchase of 4 Lincoln Street which is now owned by J. David Holdcraft. Brenda will call and cancel.

Department Head meeting, Wed. Feb. 11. Budget cuts FY09, \$1000 from expenses and will update security system at a later date—when Houston Security contract expires (FY11). The budget for FY10—level fun and we will not request \$5000 for library building and maintenance account.

We had an ice slide onto the ramp which broke the welds down the center of the ramp. Mark Sagendorph repaired. (We haven't seen an invoice yet.)

NEW BUSINESS:

Brenda will be on vacation from Tuesday, Feb. 24 to Tuesday, March 3.

Babysitter's Course from American Red Cross and half the fee funded by the Friends of the Library was very successful, 13 students completed the course.

Friends of the Library meeting, Thursday, March 5 at 6:00 p.m. Silent auction is upcoming, donations are currently being accepted. Programs funded include, Kids Yoga, Music Time.

Sally adjourned the meeting at 7:45, Matt 2nd. All in favor.

Next meeting, Monday, March 9 at 7:00—Please note, Adult Yoga will begin Monday, March 09, 2009 at 7:00 for eight weeks.

Minutes, Trustees, Monday March 9, 2009

Meeting called to order at 7:00 p.m.

Attendance: All present.

Reviewed minutes from Monday, February 9, 2009, Sally moved to accept and Barbara S, seconded All approved.

CONGRATULATIONS to Barbara Clancy for achieving the Lucy Stone Award! (Letter-photo's!)

OLD BUSINESS:

Brenda reported that the pine branch was removed Sat. March 7. Clay submitted insurance papers. The Hellers left payment. She spoke with David Holdcraft on Friday to let him know it was being taken care of.

NEW BUSINESS:

We rec'd \$2,034.61 from the MBLC for our second installment of State Aid.

The Advisory Board has requested we attend a budget meeting, Thursday, April 2 at 7:00 p.m.

Brenda submitted a Youth for Community Improvement Fund grant to GWCF for \$4065 for FY10 to offset the cost. Friends are paying for most of our programs, The programs include Babysitting course and more Outreach from the Worcester Art Museum among others.

of programs.

Next meetings, Thursday, April 2 (Advisory Board) and Monday, April, 13th both at 7:00 p.m.

Linda made the motion we adjourn and Matt seconded, All in favor.

We adjourned at 8pm.

*Respectfully,
Barbara A. Clancy,
Secretary*

Minutes Trustees, Monday, April 13, 2009

Meeting called to order at 7:00 p.m.

We reviewed minutes from Monday, March 9, 2009. They were approved with one correction.

OLD BUSINESS:

Brenda reported that Sally and she met with the Advisory Board, Thursday, April 9. They submitted revised budget with \$1000 deducted from our Expense account, with no articles.

NEW BUSINESS:

Brenda told us there was a proposed change in the MBLC requirement from 20% to 19.5% (\$200 less)

Sally motioned to appoint me to sign the voucher for the electric supply bill each month at the town Hall. Barbara S. seconded. All in favor.

Sally motioned to adjourn at 7:25 p.m. Linda seconded.

Upcoming events:

Barbara's Luncheon Sunday, April 26

Friend's Silent Auction and Raffle, May

Election, Mon. May 4

COA event at Town Hall, Tuesday, May 5 (1-3)

Town Meeting, Friday, May 8

Free pancake breakfast, BES, hosted by Police Department, Sat. May 9, 7-11 am.

Next meeting, Monday, May 11 at 7:00 p.m.

Respectfully,

Barbara A Clancy
Secretary

Minutes of Trustee Meeting, Monday, May 11, 2009

Call meeting to order: 7:00 p.m.

All present.

Reviewed minutes from Monday, April 13, 2009. They were accepted with one correction.

OLD BUSINESS:

Budget—It is still unclear where the cuts are going to come from to meet the 2010 Town budget. Department Heads will meet again before the next town meeting in June.

NEW BUSINESS:

The book account has \$250 in it. Brenda will use \$500 from State Aid to finish this fiscal year.

We discussed the landscaping and decided to not add anything this year.
Other business:

Events:

Friends' Silent Auction-last day May 29th.

Barbara C.'s photo's on blog.

June helmet give away.

Summer reading to begin after 4th of July (six weeks).

Next meeting, Monday, June 8th at 7:00 p.m. (before next town meeting.)

We adjourned at 7:30pm.

*Respectfully,
Barbara A. Clancy,
Secretary*

Minutes for meeting on Tuesday, June 23, 4:00 p.m. of the Board of Trustees of the Merrick Public Library.

Sally Brown absent.

Meeting called to order at 4:00 p.m.

Reviewed minutes from Monday, May 11, 2009. They were accepted as written.

Old Business:

Brenda reviewed the budget and suggested cuts and told us of changes to regulations regarding book purchasing.

The following motion were made and accepted:

- Motion to approve \$1000 from Expenses FY09
- Motion to approve \$1000 from Expenses FY10
- Motion to approve \$1000 from Book FY10
- Motion to approve \$3000 from Library maintenance account.
- Motion to not cut hours or staff FY10
- Motion to approve level fund wages FY10

NEW BUSINESS:

Brenda explained Geocaching and purchase of GPS.

We opted not to meet until September 13, 2009.

Motion to adjourn at 4:45 p.m..

Respectfully,

Barbara A. Clancy
Secretary

B.C.

S.B. Motion 2nd B.S.
all OK

Minutes: September 14, 2009

Attendance: Sally Brown, Chair, Barbara Clancy, Secretary
Matt Bansfield, Barbara and Wilfred Steadman, Linda Barron, Brenda
Metterville

Meeting called to order 7:00 p.m.

Reviewed minutes from June 23, 2009. They were accepted as written.

OLD BUSINESS:

Roger C. fixed the sink and has offered to replace our pipes for the cost of the piping. He will not charge for labor.

NEW BUSINESS:

Common and Mall Committee: The BOS will appoint a seven member committee to ensure the common remains an asset to the community This is a three year term and they requested a Library Trustee be a member of this committee. Matthew was nominated and accepted the appointment.

Permission was received from BOS to host the Mock Trial with the DA's office, Chief Welsh and Bob George in the Banquet Hall on Thursday, October 1 from 5-8.

We received \$1500 for programs from the Jeppson grant.

Linda asked when we last did a performance review. Brenda said two years ago. She will begin doing the staff. We will discuss this further at our October 19th meeting.

Programs: Yoga on Wed. nights to start Wed. 16th 7:30. Andrea will open and close, 8 weeks.

NOTES:

Liaisons from BOS—Jim Allen
National Grid

We adjourned at 8:05pm;

Respectfully,

MINUTES—Board of Trustees Monday, October 19, 2009
Attendance: Sally Brown, Matt Bansfield, Linda Barron, Barbara and Wilfred Steadman,
Brenda Metterville, Barbara Clancy absent.
Called meeting to order 7:00 p.m.

Reviewed and approved minutes from Monday, September 14, 2009,

OLD BUSINESS:

Energy audit to be scheduled soon with Mark from Prizm Energy. Grant available to fund half replacement cost for light fixtures.

NEW BUSINESS:

Library director review: sample reviews given to Sally B. to review.

Additional port for CW/Mars book processing and inter-library loan. \$2250 with the pro-rated fee for the port. This is a step we will take in the future when we become Mini-net members, so its an investment in our future. Sally B. moved, was made to fund and install the port from State Aid. Barbara S. seconded, all in favor vote.

New changes to Conflict of Interest Laws Announced—We all need to take the test and pass in the certificate to Linda Lincoln. www.mass.gov/ethics

Toilet not flushing well. Called Barnes to be pumped out this week. May be paid out of Building Maintenance account. Has not been done in 11 years or more! 3 step process, to examine systems, pump, and get opinion. Replacing toilet to more efficient one was discussed. Barbara S. moved, Wilfred second, all approved, Matt B. will be contact.

Possible Special Town Meeting? And keep a 'tight rein' on budgets.

Peter O. has asked us to name a 'friend' of the library to the Capital Planning Committee, someone not appointed or elected to any other committees, Kermit Eaton?

Memos reviewed:

BOS: Open Meeting Law handout –although I only made one copy

BOS/Kopelman and Paige, 10/6/09, Retention of e-mail....7 years.

BOS, 10/13/09, Winter Town Hall Hours

HCOG saving for the town, Aug. and Sept. 2009, \$1109.96

Next meeting, Monday, November 16 at 7:00.

Meeting adjourned at 7:58 p.m.

MINUTES-BOARD OF TRUSTEES

Monday, November 16, 2009

Attendance: Sally Brown, Linda Barron, Wilfred and Barbara Steadman, Barbara Clancy and Brenda Metterville. Matthew Bansfield was absent.

Meeting called to order at 7 p.m.

We reviews minutes from Monday, October 19, 2009. They were approved as written.

OLD BUSINESS:

Septic issue resolved to everyone's satisfaction. Barnes charged \$155 to pump, unknown amount for new cover, less than \$200. To be paid out of Library Maintenance account.

Linda suggested that only library staff and trustees be allowed to use the bathroom when there is a public function on the Common. This was open for discussion and all agreed our system can not take heavy usage.

We are to have our reviews of Brenda's job performance ready for the December meeting. The director will review staff in January 2010.

Refurbished computer has been purchased for CW/Mars port, software installed, we are waiting for activation from CW/Mars.

Brenda would like a laptop computer. She said she could purchase on for around \$500. It could come our of the expense account. She will purchase and submit invoice. Motion was made and seconded and all were in favor of her making this purchase.

NEW BUSINESS:

First State Aid check rec'd, \$197.78

MEMO's:

BOS : Nov. 3 2009 Community Development Strategy, public hearing hearing
Nov. 17, 7:15 p.m. at the Town Hall.

Next meeting, Monday, December 14, Followed with traditional Christmas get together at Barbara C.s.

Meeting adjourned at 7:50 p.m.

Respectfully,