

Trustees

Minutes for Monday, January 11, 2010

Present: Barbara Clancy, Matt Bansfield, Barbara Steadman, Wilfred Steadman. Absent: Sally Brown and Linda Barron

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

Review minutes from Monday, December 14, 2009, Edit, discuss approve.

OLD BUSINESS:

Library Director review delayed until Sally's return.

Budget FY11. Increase of 1.5%. The 1.5% increase is based on the MBLC (Municipal Appropriation, MAR) requirement for a three year average and then multiplied by 1.025. \$104,128, the presented budget is \$104,181 (+53).

FY08 \$ 101,076

FY09 \$ 101,076

FY10 \$ 102,613 X 1.025

National Grid equipment has not arrived yet. Also, National Grid and Selectmen are shutting lights off in town. We voted to send a letter to Selectmen explaining why we want to keep the corner light on.

Conflict of Interest, certificates? We will discuss in February.

Discussed Lincoln Street project. Bruce Clarke present to explain what is planned and where the parking spaces will be. A letter will be sent to Selectmen accepting the parking space plan.

NEW BUSINESS:

Discussed chair seat covers for cane chairs. Only three cane chairs in building, other 7 (broken) stored at the Steadman's. We put off the decision on the chairs to February meeting

Severe weather attendance policy, and snow closure policy from BOS....they included the Library. The Library will be closed if there is no school. Morning meetings at the Library will be cancelled if a two hour delay.

Brenda vacation Monday, Feb. 1 to Sat. Feb. 6 2010.

MEMO's

Banner 12/21/09 Quaboag 350th Thank you letter for assisting with centerpieces.

1/4/10 BOS Jan. 12th Selectmen's meeting.

Meeting adjourned at 7:50pm

Respectfully
Barbara Clancy

Trustees MINUTES Monday, Feb. 8, 2010

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

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

Reviewed minutes from Monday, January 11, 2010, Edited, discussed approved

OLD BUSINESS:

Library Director review- Sally reported on this and read the reviews. Brenda accepted our evaluation. She will have the staff evaluations ready next month. She will also list what their duties are.

Budget FY11. No information or meeting date available.

National Grid grant. Brenda reported the lights have been replaced. Just are waiting for waste-management to pick up materials.

Conflict of Interest, certificates? We must all do this. Brenda will arrange a time for us.

NEW BUSINESS:

There was discussion of the seat covers for cane chairs. Only three cane chairs in building, other 7 (broken) stored at the Steadman's. There will be samples of the proposed covers at the March meeting.

Jill Bertrand has given us a Dell computer.

Brenda found the banners for the outside of the library for the 350th celebration.

MEMO's

Jan. 21, 2010 BOS Open Meeting Law Updates

We adjourned at 7:50 pm.

Respectfully.

RECEIVED

APR 14 2010

BOARD OF SELECTMEN

Minutes of Board of Trustees meeting Monday, March 8, 2010

Attendance: Present? Sally Brown__, Linda Barron__, Barbara Clancy__, Matt Bansfield__, Barbara Steadman__, Wilfred Steadman__, Brenda Metterville__

Called meeting to order at 7:00 p.m.

Minutes from February meeting were reviewed. Sally made the motion to approve and Linda seconded the motion. All present were in favor.

OLD BUSINESS

We reviewed the payment expenses, books and payroll vouchers, dated March 3, 2010 and payroll March 3, 2010 #18. Sally made the motion we approve and Linda seconded. All were in favor.

Three iMacs have been replaced and de-accessioned to the Friends of the Library, who received the donation from Boston University in 2008.

Budget FY11. No information or meeting date available.

NEW BUSINESS:

We reviewed the Staff duties and responsibilities as presented by Brenda.

Andrea, 18 hours each week, Inter-Library Loan (90%), Reference, Circulation, Tuesday 1-8, Thursday 1-6, Friday 1-5, 2 hours "quiet time".

Faith, 13 hours each week, Circulation, reserves, material processing—Spine labels, covers, no computer entering, supply orders.

Wednesday 11-5, Thursday 1-8.

Joan, paid 3 hours to work Saturdays, works 6 hours. Material processing, CW/mars, Spectrum. Saturdays 10-1

Kate, 8 hours, Material processing, CW/mars, Spectrum. Periodical processing and maintenance. Reference and circulation.

Tuesdays 6-8, Thursday s 6-8, Fridays 1-5.

Brenda, 32 hours, all of the above, and administrative, Internet training, program planning, press coordinator, etc.

Wilfred made the motion to accept the above and Matthew seconded. All were in favor.

Next meeting, Monday, April 12, 2010 at 7:00 p.m.

We adjourned at 7:45pm.

Respectfully,