

Minutes of the Library Board of Trustees – February 11, 2020

Meeting was called to order at 9:00 a.m. in the library. Those in attendance: Pat Levine, Chair; Frances Roth, Secretary; Martin Mitsoff, Trustee; Library director, Karen Lindquist. In addition we had a member of the community observing the meeting.

1. Review of January Minutes: The minutes were read and approved.
2. Director's Report: The Director's Report was read and approved.
3. Final Budget Submission: Karen gave a copy of her submitted budget to each trustee. It will now be reviewed by the select board and the finance committee.
4. Job Descriptions: Karen has assessed the descriptions and made adjustments where possible to manage the current workload. The trustees reviewed these adjustments. Karen will continue her work on this project.
5. Personnel Opening Interviews: Karen has been interviewing for the open positions and is winnowing the applicants.
6. Study Carrel Update: This project is almost complete.
7. Next Meeting Date: March 10th at 9:00 a.m.
8. Meeting adjourned at 9:55 a.m.

Respectfully submitted,

Frances Roth, Secretary