

Minutes of the Library Board of Trustees – May 22, 2018

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 and Library Director Karen Lindquist.

1. Martin Mitsoff was welcomed as the new member of the Board of Trustees. Pat Levine was selected as Chairperson of the Board.
2. The library will now have a mailbox – 48 Main Street. The P.O. address will no longer be in use as of June 1st.
3. Review of April minutes: The minutes from the April meeting were read and approved.
4. Director's Report: Read and accepted. The Board approved the Children's Program Coordinator's participating in a reading program at the group home in Great Barrington. Karen will investigate the possibility of a similar program in Sheffield.
5. Long-Range Planning Committee Update: The visioning session for the public will be on June 2nd.
6. Water Fountain Installation: Karen is proceeding with the ordering of a fountain to be installed in the lobby.
7. Staff Evaluation: The evaluations that Karen completed on staff members were reviewed and accepted.
8. Director Evaluation: Each item on the evaluation form was discussed and rated. The evaluation was completed.
9. Trustee Items:
 - Frances asked about the frequency of loans of the microscope, telescope and musical instruments.
 - Martin asked a question regarding the child friendliness of the library.
10. Next Meeting Date: June 12th at 9:00 a.m.
11. Meeting was adjourned at 10:18 a.m.

Respectfully submitted,

Frances Roth, Secretary