

Minutes of the Library Board of Trustees – December 11, 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. Review of November minutes: The minutes from the November meeting were read and approved.
2. Director's Report: Read and accepted.
3. Parking Area Lighting Update: We are waiting to hear from Joe Wilkinson about a date to install the parking lot lights.
4. Program Committee Update: January schedule
5. Belfor Red Alert Acceptance: Belfor is a company that does building restoration after a disaster. We are going to be on their red-alert list at no cost. This will keep the library at the top of their list in case of local disaster.
6. Gale Small Business Center: Karen presented three databases which are available to purchase. Pat suggested we look again at attracting an audience for this type of asset. A small survey at the front desk might give us an idea of the level of interest. The idea of a presentation by the Chamber of Commerce was also considered as a first step.
7. Forgotten Farms: On March 9th there will be a film and panel discussion on our farming community presented by the library, The Land Trust and Agricultural Commission.
8. Long-term Key Sign-Out: The leader of the AA group that occasionally meets in the library has requested a key to be held on a long-term basis. The trustees have declined this request.

Trustee Items:

- Martin entered into the record that the library board of trustees and the library director have been actively involved in the following processes:

- * Walk-through of the library with Sheffield Police Department Chief Eric Munson to review staff and patron safety and security issues;
- * Designation of a disaster restoration company skilled in working with media resources in the event of a disaster affecting the library;
- * Procuring solar-powered lighting for the library's parking area, to improve safety and security of patrons and staff; and
- * Outlining a staff training program, to be implemented in CY 2019, for security measures in the event of a man-made or environmental security threat.

- It was agreed that the library should present items of significance to the library at select board meetings and ask that these items be part of the official agenda.

- Martin invited Chief Munson to conduct a walkthrough of the building with the library director and the trustees to discuss items relative to building safety. That walkthrough took place on Monday morning, December 10th. Issues to be considered for future discussion were identified by Chief Munson.

- A working meeting was proposed for December 20th at 9:00 to discuss the budget.
- Martin will work with Karen to identify items in the stairwells that should be moved or discarded.

9. Next Meeting Date: January 8th at 1:00 p.m.

10. Meeting was adjourned at 9:50 a.m.

Respectfully submitted,

Frances Roth, Secretary