

Minutes of the Library Board of Trustees – May 11, 2016

1. Meeting was called to order at 3:00 p.m. in the library. Those in attendance: Pat Levine, Chair; Frances Roth, Secretary; Betty LeGeyt, Trustee; and Library Director Karen Lindquist.
2. The trustees reviewed the minutes of the previous meeting on April 12, 2016 and they were approved unanimously with one change.
3. Director's Report: Read and accepted.
4. Town Election: Congratulations to Pat Levine on her re-election to the Board of Trustees. She was elected unanimously to serve as Chairperson for another three years.
5. New Personnel Policy: Pat has spoken with the Town Administrator to clarify which items the Administrator is responsible for and which are the responsibility of the library trustees. The Town Administer will follow up with the town council.
6. With regard to the playground, Pine Knoll is technically a town park, hence the inclusion of the town board in the building of the playground.
7. Lost Books Fine: Lost books are those which have been checked out of the library for more than five weeks. Now a \$5.00 administration fee will be charged for overdue books that fall into this category. If a patron has two lost books amounting to a charge of \$10.00, their account will be put on hold.
8. Weekend Circulation Position: Karen has advertised for this position.
9. Summer Reading Program: Caitlin Hotaling could not join us for this meeting. This year's reading program has a physical activity theme. It will take place July 5th through the 9th. United Way has proposed a story walk on the grounds, for which they will pay.
10. Programming: Several items were suggested by Frances as possible subjects for future programming.
11. Sheffield Room: Karen recently attended an historical artifacts conference. We have to decide on an acquisition policy and maintenance policy and create a deed of gift form. Questions to be asked include: Who might use the materials; how do we collaborate with the Historical Society; and what is the library's mission relative to items of historical significance. These items might include: church records and family bibles; past copies of the *Sheffield Times*; works by local writers; genealogy materials; and Civil War records.
12. Next Meeting Date: June 14th at 9:00 a.m.
13. Meeting was adjourned at 3:55 p.m.

Respectfully submitted,

Frances Roth, Secretary