

## **Minutes of the Library Board of Trustees – September 13, 2016**

1. Meeting was called to order at 9:00 a.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 August 13, 2016 and they were approved unanimously with one correction.
3. Director's Report: Read and accepted.
4. ARISReport/Circulation by Dewey number: Trustees reviewed the report with the director and made suggestions for future additions to the collection.
5. Employee Training Policy: Sheila Koneazny has resigned her position. No new hire is planned. A need for an established training policy has been identified. Karen will begin developing such a policy.
6. Sheffield in Celebration Review: Karen was thanked for her work in preparing the materials for the event. The children's tent was especially successful. We have ideas for next year's celebration.
7. Reading Magnifier: A patron is interested in borrowing or buying the magnifier which is currently not being used by the public. Frances will investigate further.
8. Historical Society Exhibit: The Historical Society asked if we would like to exhibit the display panels they have created on Sheffield history. Karen will plan a time for this exhibit to be shown on the library art wall.
9. Trustee Items:

A trustee will represent the library at Select Board meetings. Karen will notify the trustees of the meeting dates and determine which of the trustees is available to attend.

Update on the piano: Karen will look into the cost of repair to the piano.

Children's Librarian: Karen will arrange for Caitlin Hotaling to attend a trustees meeting.

United Way Story Walk: Karen will arrange for them to come to the next trustees meeting to present their proposal.

Sheffield Room Acquisition and Maintenance Policy and Deed of Gift Form: Karen will work on creating these policies over the winter.
10. Next Meeting Date: October 11<sup>th</sup> at 9:00 a.m.
11. Meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Frances Roth, Secretary