

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

DATE: January 23, 2017 TIME: 6:41 p.m. PLACE: Main Library
PRESENT: Mark Linde, Chairperson; Margaret Mone, Vice Chairperson; Lawrence Siskind; Jocelyn Meek; Nancy Smith; Joseph Policape; Jean Derenoncourt; Aminah Pilgrim; Paul Engle, Library Director, (skyped in); Keith Choquette, Assistant Library Director
ABSENT:
VISITORS: Anne Beauregard
RECORDING: Tina King

<u>TOPIC/AGENDA</u>	<u>FINDINGS/DISCUSSION</u>	<u>RECOMMENDATIONS/ACTIONS</u>	<u>FOLLOW-UP</u>
1. Acceptance of Minutes	Minutes from, December 18, 2016 were accepted as submitted.	Motion to accept by, Margaret Mone second by; Lawrence Siskind; voted unanimous.	
2. Hearing of Visitors	Anne Beauregard updated the Trustees on the gift shop. The cupcake contest will February 21, 2017.		
3. Director's Report	Thanked the Trustees for allowing him to explore his musical endeavors. Mold remediation was completed on January 15, 2017. Met with some staff members to get to know them. There will departmental meetings once a month. Formed a leadership team which will make decisions on the direction of the library. All major decisions will be subject to Board approval. Met with David Slater to gather information. Contacted the Director of the Quincy Public Library. Met with Maureen Cruise on several occasions. Reviewed union requirements on seniority concerning the Children's Librarian. Discussed the custodians request to work Monday thru Friday and Saturdays each for 3 hours overtime. Maureen said it needs to be brought before the collective bargaining committee. Had informational meeting with Kevin O'Gorman concerning the brick work at main library and the boiler at west library.	Would like to open the position of Children's Librarian to the outside.	

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	<p>Spoke with Mike Morris, from procurement concerning state contracts and violations by spending over \$10,000.</p> <p>Conducted 2 interviews for the Children's Librarian. We have 1 candidate for the Adult Services Librarian.</p> <p>We have had many programs and events this month.</p> <p>Had many meetings with individuals and groups from the community.</p>		<p>Submitted an annual report, have Trustees read and submit comments and recommendations to Paul.</p>
4. Chairman's Report	<p>Mark was selected by the Board of Library Commissioners for to attend the Strategic Planning Retreat.</p> <p>Asked Paul about the numerous issues with teenagers and discipline problems.</p>		<p>Paul playing phone tag with the Assistant Superintendent.</p> <p>Jocelyn – because they are coming from school they are still under the jurisdiction of the schools, we should contact the school police.</p> <p>Larry suggested contacting the school committee.</p>
5. Election of Officers	<p>Chairperson: Mark Linde</p> <p>Vice Chairperson: Jocelyn Meek</p>		<p>Motion by Jocelyn Meek, second by Lawrence Siskind; voted unanimous.</p> <p>Motion by Margaret Mone, second by Aminah Pilgrim; voted unanimous.</p>
6. Library Policy Amendment	Policies are outdated and need to be amended.		
7. Update on searches for the Head of Children's and Head of Adult Services			See Directors report
8. Other topics Chair did not reasonably anticipate might be discussed:	None		
9. Adjournment	Meeting adjourned at 7:22PM. Next meeting February 27, 2017.		Motion by, Jean Derenoncourt; second by Lawrence Siskind; voted unanimous.