

**BOARD OF LIBRARY TRUSTEES
DRAFT MEETING MINUTES**

DATE: February 22, 2016 TIME: 7:30 p.m. PLACE: Main Library
PRESENT: Mark Linde, Chairperson; Margaret Mone, Vice Chairperson; Jocelyn Meek; Lawrence Siskind; Jean Derenoncourt; Nancy Smith; Keith Choquette, Assistant Library Director
ABSENT: Aminah Pilgrim; Joseph Policape
VISITORS: Lucia Shannon; Anne Beauregard; Fred Howell
RECORDING: Tina King

TOPIC/AGENDA	FINDINGS/DISCUSSION	RECOMMENDATIONS/ACTIONS	FOLLOW-UP
1. Acceptance of Minutes	Minutes from January 25, 2016 were accepted as submitted.	Motion to accept by Lawrence Siskind second by Margaret Mone; voted unanimous.	
2. Hearing of Visitors	<p>Lucia Shannon spoke of the letter she presented to the Board concerning the ESL coordinator.</p> <p>Anne Beauregard updated the Trustees on the gift shop and foundation.</p> <p>Fred Howell discussed his letter he presented to the Trustees. He would like to have a committee with some trustees and foundation members to rehab the West Library.</p>		
3. Director's Report	<p>Public properties replaced the pump that circulates hot water to the radiators at West.</p> <p>Public properties found mold growing on asbestos covered pipes at the East Library. They will be contacting companies to have it removed.</p> <p>New hire James Almedia informed us he has another job and will not be able to work for us as a part time library assistant. We offered the job to Emanuel De Pina, the number two candidate pending trustee approval.</p> <p>Attended various meetings.</p> <p>We received the budget packet from City Hall. FY2017 Budget needs to be submitted by February 23, 2016.</p>		

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4. Chairman's Report	None		
5. Old Business	<p>Volunteer Policy</p> <p>Library Art work – Keith contacted Fuller Art Museum about their security, they use security guards. Contacted Quincy Library and they do not have security for their art work.</p>	<p>Motion to approve the volunteer by Lawrence Siskind second by Jocelyn Meek; voted unanimous.</p> <p>Keith will prepare an inventory of the artwork to add security cameras in appropriate areas.</p>	
6. New Business	<p>Budget FY2017 –discussed budget plans City would like each department to submit a 10% budget cut plan along with a level funded budget.</p> <p>Letter from Lucia Shannon concerning ESL Coordinator.</p> <p>Letter from Fred Howell, Foundation President Formed committee for West Library rehab. It will consist of Mark Linde, Margaret Mone and 1 other member to be named.</p>	<p>Motion by Lawrence Siskind to submit a level funded budget and a 5% budget plan because a 10% budget plan would decertify the library, second by Jocelyn Meek; roll call vote: Jean Derenoncourt –no, Margaret Mone – yes, Jocelyn Meek – yes, Nancy Smith – yes, Lawrence Siskind – yes, Mark Linde – yes.</p> <p>Discussed and placed on file.</p> <p>Discussed and placed on file</p>	
6. Other topics Chair did not reasonably anticipate might be discussed:	None		
7. Adjournment	Meeting adjourned at 8:33pm.	Motion by, Jean Derenoncourt second by Lawrence Siskind; so moved	