

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

DATE: February 4, 2019 TIME: 6:35p.m. PLACE: Main Library
PRESENT: Mark Linde, Chairperson; Jocelyn Meek, Vice Chairperson; Phyllis Ellis; Joseph Policape; Margaret Mone; Frank Ciarfella; Paul Engle,
Library Director
ABSENT: Lisa O'Donnell; Aminah Pilgrim; Lawrence Siskind
VISITORS: Gary King; Anne Beauregard as City Councilor and Patron
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 November 19, 2018 were approved as submitted.	Motion to approve by, Joseph Policape; second by; Frank Ciarfella; voted unanimous.	
2. Hearing of Visitors	Gary King updated Trustees on West meeting room. They will replacing the carpet with tiles and buying area rugs. Anne Beauregard spoke of her concerns for putting together a group to work on a facelift for the library including signage.		
3. Board elections/ Meeting Calendar	Discussed meeting calendar.	Motion for Mark Linde for Chair by Phyllis Ellis, second by Frank Ciarfella; voted unanimous. Motion for Jocelyn Meek for Vice Chair by Joseph Policape second by Frank Ciarfella; voted unanimous.	
4. Director's Report	See Annual Report to Mayor		
5. Chairman's Report	Discussed meeting the first Monday of the month. Legislator breakfast on March 5th, 7:30am. Subcommittee for Director Review will be: Mark Linde Jocelyn Meek Margaret Mone Frank Ciarfella		

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6. Establish a subcommittee for Director's review	See Chair report		
7. Summer Hours	Reduction of hours for the summer	Motion to table by Jocelyn Meek, second by Frank Ciarfella; voted unanimous.	
8. Strategic Plan update	Ann Donner would like to a SOAR analysis with the in the March meeting.		
9. Mass Memories Road Show	May 18 th is the event; Saturday will need a substitute for Paul, because of conflict. Will update at next meeting.		
10. Other topics Chair did not reasonably anticipate might be discussed	Consider paying for some moving expenses for out of state move for new employee.	Discuss at March meeting	
11. Adjournment	Meeting adjourned at 7:36pm. Next meeting March 4, 2019.	Motion by Jocelyn Meek, second Frank Ciarfella; voted unanimous.	