

Barrington Public Library  
Board of Library Trustees  
May 15, 2018  
Approved meeting minutes

Present: Trustees: Sam Boduch, Lindsey Maziarz, Susan Frankel, Lydia Cupp, Leigh Elliott, Robert Drew (arrived at 6:18); Melissa Huette ( Library Director) , George Bailey (select board representative ) arrived at 6:05, Bridget Rounds (guest)

Absent: Traci Bisson, Karolina Bodner (alternate Trustee)

The meeting was called to order at 6:02

The minutes from the 4/15/2018 meeting were approved with suggested edits by Leigh in a motion by Sam and seconded by Lindsey and passed on a voice vote. Discussion on procedure of distribution of minutes. Draft minutes to be completed within 5 days. Lydia will send Melissa and other Trustees Draft minutes and Melissa will post minutes as Draft on the Town website.

Donations of \$205.00 were accepted in a motion by Lydia, and seconded by Sam, and passed by a voice vote.

Public Comment: George Bailey mentioned that he thought the all board meeting was well attended and informative. He will follow up on a meeting date discussed at that meeting between the library and John Scruton. George also mentioned the Memorial Day parade will be on May 30<sup>th</sup>.

Treasurer's report- Susan sent out the report by email and reviewed the report. Susan reviewed Trustees account activity. A final payment was made to the Foundation consultant and a payment was made for 2 Trustees to attend the NHLTA conference. Susan asked for input from group on how financial reports should be presented. Trustees discussed this issue and decided to have Susan present her report with 6 months activity with her end of year report having a 12 month span. Sam made a motion to accept the Treasurer's report, and Robert seconded, motion passed on a voice vote.

Friends Update: Lydia shared that the annual Perennial Sale will be set up on June 1<sup>st</sup> starting at 2:00 with the sale held on June 2<sup>nd</sup> from 8-12. The event is held at the Town Gym. Books in Bloom a new event held at the library on April 21<sup>st</sup> a collaboration between the garden club and Friends was a success. Lydia thanked all the Trustees who supported the event. Raffle baskets are completed and are at the library. Raffle tickets will be sold until the summer reading kick off on June 22<sup>nd</sup>.

Foundation Update: Traci Bisson will present at the next Trustee meeting an update on the Foundation and Capital Campaign. Sam shared that this month a number of informational gatherings on the Capital Campaign are taking place in local neighborhoods hosted at homes of Barrington residents. The next Leadership Foundation meeting is on May 22<sup>nd</sup> at the library at 6:00.

Outreach Committee – Lindsey mentioned the Outreach group having a table at the June 9<sup>th</sup> BYA baseball event. Leigh will check on times. Sam and Lydia volunteered to help. Lindsey mentioned also having a table at summer recreation soccer on Monday nights. She will check into this. Bridget and Lydia are willing to help with this. Group discussed looking into creating a mascot representing the library.

#### Director's Report-

1. Melissa shared library statistics.
  - 19 new patrons
  - 3,775 patrons came in
  - 4,808 items checked out
  - 746 Overdrive audiobooks and Ebooks used
  - 153 Hoopla users (TV, movies, books, audiobooks)
2. Summer Programming- The kick off is June 22<sup>nd</sup> at 6:30. Many summer events are planned and donations are also coming in.
3. John and Eli Obrey of Trail Life USA are interested in building stairs to the playground for their Freedom Award Service project. The Trustees discussed this and suggested Melissa put them in touch with John Huckins to assist in their project. Trustees discussed that in projects of this nature the volunteers usually take charge of all details following the proper steps and standards.
4. The Library budget is due in June. Susan and Melissa will be working on this together.
5. Earned time was discussed and how the Town and library budget for this. Melissa will discuss with John Scruton to get clarification on this issue.
  
6. Emergency Policy- Melissa met with Chief Williams and Officer O'Brien and went over current over the current emergency plan. They will review the plan and make suggestions. An active shooter training for staff will be planned for June.

#### Old Business-

1. NHLTA Conference- Trustees who attended and Melissa shared highlights from the conference. Some of the highlights reviewed were the keynote speaker who discussed traditional vs modern library practices, marketing a library brand, library sharing, strategic planning, sharing space with the community, a collection of items such as backpacks, cake pans etc...available to be borrowed, and building a new library with community input.
2. Discussion on scheduling monthly staff meetings. Some ideas discussed were closing the library for an hour each month, hiring a former library staff member on the regular call fill in list to staff the desk during the meeting, and meeting when the library is closed. Melissa will look into the costs and report back at our next meeting.
3. Director Performance review forms were discussed for Melissa's 3 month review. Forms include a self evaluation, all staff evaluation ( to be completed and emailed to Lindsey), and Performance review committee evaluation. This information will be reviewed in a non-public session at the June meeting.

#### New Business

Traci Bisson is hosting a barbecue at her home on May 26<sup>th</sup>. All are invited to attend. Please RSVP to Traci.

Upcoming Select Board meetings were discussed and a representative from the Trustees will be attending. May 21<sup>st</sup>- Leigh will attend, June 4<sup>th</sup>-Robert, June 25<sup>th</sup>-TBD

The next Trustees meeting is June 19, 2018 at 6:00 at the library.

The meeting adjourned at 8:32 in a motion made by Robert and seconded by Susan and passed by voice vote

Notes taken by Lydia Cupp Secretary

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