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November 3, 2016



Huntington Public Library  
Board of Trustees  
Minutes of September 27, 2016

**Present:** Heidi Racht, Alan Homans, Paula Kelley, Harvey Schugar, Lorrie Richland  
**Others:** Stacey Symanowicz, Anne Dannenberg

The minutes of August 30, 2016 were approved as read.

**Interim Director's Report:**

- Heidi will arrange transport of the chairs back to the Town Hall.
- The new usage form for the UMH will be drafted by Heidi.
- Harvey will look into installing the new coded lock.

**Old Business:**

- Stacey will attend classes for 6 hours on each of two Wednesdays, October 12, and November 2. She will submit her hours for these days to be reimbursed. She will also submit her mileage for those days.
- Stacey will attend class for 6 hours on Monday, October 17. A substitute will be needed on that day.
- Eric Hall rebuilt the patron computers. He says he will try to find a router to replace the old one.

**Budget:** The budget committee reported on their work. The proposal was discussed and approved. Heidi will submit our budget to the Town Administrator.

**Executive Session:** Heidi moved that the board go into executive session. Paula seconded. The Board went into executive session at 7:38. The Board left executive session at 8:10.

The Board will request that Stacey create and maintain a "procedural manual" detailing procedures used in her job as interim director. The manual should be digitized eventually.

Paula will ask Stacey to submit a self evaluation for by October 14, to be discussed at the next Board meeting.

**New book shelves:** Anne brought up the need for new book bins for children's books. Dave Cozzens will be asked to give an estimate and design for 4 book bins on wheels.

The next Board meeting will be October 18, 2016, at 6:30 at the library.

Minutes approved October 18, 2016  
Submitted for record: November 3, 2016