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April May 11, 2015



APPROVED

Huntington Public Library
Board of Trustees
Meeting of March 15, 2015

Present: Liz Greenberg, Heidi Racht, Harvey Schugar, Paula Kelley, Lorrie Richland

The meeting was called to order at 12:15.

A motion was made and seconded to approve the minutes of February 24, 2015. The motion passed.

Actions:

- Paula will ask Anne to find a new place for the donor book, as the current place is too close to the heat grate. This may cause damage to the book in the future.
- Liz will send out notice of the Program Survey through Front Porch Forum. She will collect the results of the survey and communicate them to the Anne and Stacey. She will present the results to the Board at the next meeting.
- Paula will ask Stacey to attend the next Board meeting.

Director's Notes:

- As per request from the Director, the Board reviewed several lock boxes for the extra Library key and decided that any box similar to Staples item #1183473/ model M2XQAKV026B (Combination Lock Box with 4 number wheel) would be good.
- The Board thanks Anne for choosing and purchasing the new mats for the main room.
- We were not able to find the pictures of the plastic chairs or the craft tables that the Library staff chose. The Board will act on the purchase of these items at the next meeting, after seeing the choices.
- The Board looked over the choices of folding chairs, but will make a final decision after seeing a picture and dimensions of the storage rack.
- Harvey volunteered to attach the flag holder to the main Library sign.

Lorrie moved that the Board go into Executive Session. Heidi seconded. The Board went into Executive Session at 12:45.

The Board came out of Executive Session at 2:00.

- The Board accepted the Director's evaluation of the Assistant Director
- The Board commends Stacey for her pursuit of a Vermont Librarians Certificate.
- The Board commends both Anne and Stacey for their very thorough presentations of the annual evaluation for the Assistant Director.
- The Board asks for a written summary of the leave and vacation time that has been used so far during the 2014-2015 year from the Library Director.
- The Board acknowledges the need for a policy when working with donors.

Liz made the motion to work with the donor of the 16 wooden chairs to be used around the tables. Heidi seconded. Anne will be asked to consider all the variables needed and recommend three choices. The motion passed.

A motion was made by Heidi and seconded by Harvey to present a gift card and thank you note to Randy Richland for his voluntary work at the Library. The motion passed.

The next meeting will be April 21, 2015, at 7:00 pm at the Library

Unapproved minutes: March 16, 2015

Minutes approved: April 21, 2015

Minutes submitted for recording: May 11, 2105