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December 29, 2015



APPROVED

**Huntington Public Library
Board of Trustees
Minutes of October 27, 2015**

Present: Paula Kelley, Lorrie Richland, Heidi Racht, Liz Greenberg
Others: Anne Dannenberg

A motion was made by Heidi to accept the minutes. Seconded by Paula. The minutes of September 24, 2015, were approved.

Actions:

- A motion was made by Lorrie to allocate \$116 from the Ben and Jerry's grant for use in advertising the upcoming concert programs. Liz seconded. The motion passed.
- Heidi made the motion to add the manufacture and installation of three additional shelves to the already existing adult shelf unit to the list of work for Dave Cozzens's job. Liz seconded. The motion passed.

Leave Reports: The summary leave reports from the Director and Assistant Director for 2015 were presented to the Board and accepted.

Capital Plan: The notes from the overview of repairs and maintenance for the Union Meeting House and Library were reviewed. The report was presented by Lorrie and summarized a joint visit to the Library by Select Board representatives and Library representatives. The Trustees discussed the items from the report and designated which should be added to the Capital Plan for the Town, which would be part of the UMH regular maintenance, and which part of the Library regular maintenance schedule. **Lorrie will contact Barbara Elliott about the Trustees decisions.**

Volunteers: Anne will contact other libraries to see if their volunteers must sign any release of liability forms.

Director's Notes:

- Anne noted that there was room for more shelves in the adult shelf area. It was decided to ask Dave Cozzens to add three more shelves. (See Actions)
- Harvey has completed the research on the storage carts for the folding chairs. He will be asked to order them.
- Programs: Anne announced the upcoming programs that have been added are a Taiko Drumming concert on November 22, and Buddy Dubay on February 14. The Trustees discussed possible ways to advertise the concert series, which will be called "Library Notes".
- The Board will look further into the issue of benefits for the Library Director and the Assistant Director.

- Anne provided information on the upcoming Vermont Library Trustee Annual Conference, to take place on November 7, in Burlington.
- Dave Cozzens will begin construction of the office shelving unit the week of October 26.

Annual Appeal: The Board worked on the layout and content for the Annual Appeal. This will be added to the Times Ink.

The next meeting for the Board will be announced.