

BOARD OF TRUSTEES MEETING
August 29, 2018

PRESENT: Jeanne Cianciola, Chairperson
Emily Blampied, Secretary
Elaine Shea, Treasurer
Virginia Johnson, Library Director
Joseph Colangelo, Town Manager

Call to Order/Reports: The meeting was called to order at 1 p.m. The secretary's report from July 30, 2018 was distributed, read, and accepted by unanimous vote. The treasurer's report detailed \$814,280.46 in the John Curtis Trust, with the Barbara Mann Trust report not due until the end of the quarter. The director's report was also distributed, read, and discussed.

New Business:

- A. The ARIS report has been completed and submitted to the state, as has the Permanent Director Verification form to the MBLC.
- B. There will be a half-price book sale during the month of September.
- C. A reception to welcome our new director, combined with the acquisition of a reproduction Pilgrim chair made by Dr. Wallace Kemp, will be planned for Monday, September 24, 2018, from 5-7 p.m. A letter of provenance will be requested to accompany the chair.
- D. A discussion of the trustees hosting a holiday party was postponed for a future meeting.
- E. Saturday hours (10 a.m. to 5 p.m.) resume on September 22, 2018.
- F. The new townwide on-line calendar Burbio can be accessed at Burbio.com/02339 and is available to all, free of charge.
- G. The director is utilizing email "blasts" to the staff to keep all informed.
- H. Many policies will be revised, then posted on the library website. .
- I. With the new Envisionware system in place, a computer and scanner are now available to locate in the Trustees Room for patrons to use when researching historical information.
- J. A request from the genealogy group that meets in the library monthly to hang a memorial plaque in the large meeting room was voted on and denied.
- K. The town manager detailed his request to department heads to submit capital budget requests by 10/1, operating budgets by 12/15. Operating budgets should reflect a 2 ½% increase, a 0% increase, and a 2 ½% decrease. Our director will share monthly budget reports with the trustees.
- L. Former trustee John O'Leary will attend an upcoming meeting to share insight RE: our trusts.

Other Business:

- A. The annual carpet-cleaning has taken place, and the clean-up of the grounds is underway by the DPW.
- B. A methodical weeding process of the collections is taking place.

Our next meeting is scheduled for September 24, at 3 p.m; the meeting adjourned at 2:45.

Emily Blampied
Secretary

Documents distributed:

BOLT agenda for 8/29/18
BOLT minutes 7/30/ 2018
Director's report

Investment Policy Statement
Library Goals FY19
Staff email blast

ARIS report, MBLC verification
Internet policy
Meeting room policy