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## LIBRARY TRUSTEES MEETING MINUTES

**Present:** Trustees, Alida Bryant, Alison Anholt-White; Library Director, Sara Collins  
Meeting called to order at 10:30 am.

2016 JUN 20 PM 2:27  
February 5, 2016

- I. Previous meeting minutes approved.
  - a. Trustee review of Directors Report.
- II. Ongoing Business
  - a. Director's Office – estimates, project manager. Ongoing.
  - b. Review CPC funds for Library infrastructure: 2/9 Sara to submit application to CPC. Add Alida's signature to application. We will try to time the work when Sara is away- need to research alternative office space during construction.
  - c. The future technology plan: research ongoing
  - d. Cape Ann Directors: Cape Ann Reads: there will be a meet and greet on 2/27- launch of CAR picture book
  - e. Presidential debate- deferred
  - f. Friends' Wish List- update on finalizing policy. Need to decide when to present wish list, as Friends FY is different from Trustees FY. Need to look at 2015 revenues and decide in April what they will spend next year.
  - g. FY2017 Budget discussion: we need to look at Fiscal 18-20 with reconfiguration of stacks/teen space in mind.
  - h. Need to review website- should 125<sup>th</sup> anniversary donation be updated to 130<sup>th</sup>? Need to change account numbers to Fundraising Campaign account. Need donate button on website to go into gifts account. Sara will send requirements for website to Tim.
  - i. Employee review process- Town does not have documented process or procedure. Annual review- Director is in charge of employee review, Trustees review Director. New hires 5 months, then annually thereafter. Should be done 30 days prior to hire date. Tim to discuss process w town manager, should be synchronized with manager review.
- III. Old Business
  - a. Phase 1 of Art Disposition Committee will be ready for budget Finance committee meeting Feb 1 at 7:30. Tim and Rick will draw up a synopsis of assets. Status?
  - b. Building repair: Tim to ask Town to help resolve drainage issues to prevent future flooding.
- IV. New Business
  - i. Need to review shelving repair and replacement. How to deal with overflow of books?
  - ii. Trustee schedule of business for the year- Sara will review.

Next meeting Friday, March 18, 2016 @ 10:30AM

Respectfully submitted,  
Alison Anholt-White