



## **DRAFT MINUTES OF THE Manchester Public Library Trustee Board**

**Meeting Date :** Thursday, June 23., 2016

**Call to Order :** 10:32 AM

**PLACE :** Library Reference Room

**PRESENT :** Tim, Alida, Dot, Sara

**OBSERVERS:** No observers or guests

1. Approved previous minutes of May 26, 2016

2. Directors Report - review/discussion - message from town administrator, oil conversion is not going forward, grant funds no longer available, price of oil has declined. Therefore the oil tanks are remaining, electrical panel will have to be located somewhere else. Plan for gas fireplace in Reading Room will change; Sara will investigate possibility of using propane (Scott Oil, Eastern Propane).  
JB Works repaired the gutters & downspouts. Filias will check the drywells for clogs that may be causing flooding around back door.

3. Old Business (updates on past projects, activities)

- a. Exterior wall proposal (Selig) - Judith Selwyn will come next week to inspect the weeping on exterior wall.  
b. Employee review process (Tim) - one set of review questions were submitted. Director's review, Tim will look over the 5 Year Plan, director's goals set at hire, and guidelines document for review of library directors.  
c. Director's Office project - trustees recommend that JB Works think outside the box for space usage. Sara should use Archives Room and attic for additional storage.

4. Ongoing Business (current projects and/or activities)

- a. CPC electrical work - since the oil tanks are staying Manchester Electric will have to rethink where to put the electrical panel.  
b. Oil-gas conversion - on indefinite hold  
c. Future Technology Plan - Tim will write an article for the Cricket asking for volunteers to work on this.  
d. Trustee email accounts - trustees prefer individual accounts in their names, not titles. Sara will check back with town and MVLC for availability.  
e. Proposed new procedure for library-Friends funding - Sara discussed past procedure of Friends support and that there is a difference between general requests for reimbursements and special projects (wish list) items. Tim will rewrite the memorandum of understanding (passed last March) and include Sara's outline of general budget requests and a new schedule of staff requests which will document staff requests against these general budget items (to keep better records for the Friends)

5. New Business (current projects and/or activities)

6. Executive session as needed - none

7. Future Business - Dot recommends the trustees plan a self-evaluation over the summer. Bring some ideas to next meeting, do a little research in August (we don't meet) then do the evaluation at Sept meeting.

8. Set Next Trustee Meeting - goal is 3rd Thurs of the month at 10:30 AM, with needed exceptions. Tentative Schedule : June 23, **July 21**, Aug no mtg, Sept 15.

9. Adjourned - 12:07 PM

**Respectfully submitted by Dorothy Sieradzki**