



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

**Meeting Date :** July 28, 2016

**Call to Order :** 10:36 AM

**PLACE :** Library Reference Room

**PRESENT :** Tim, Dot, Sara

**OBSERVERS :** none

(Short break at 11 AM for new lawn furniture dedication by Friends.)

1. Approved previous minutes of - June 23, 2016 and June 28, 2016 approved
2. Directors Report - review/discussion - accepted
3. Old Business (updates on past projects, activities) - Employee reviews date to be Sept for Director and full time employees. Dot provided additional guidelines for reviewing directors, from Libraries Unlimited. In the future the director's review will be set on anniversary date (April).
4. Ongoing Business (current projects and/or activities)
  - Director's Office Project. Jesse (The Works) submitted an updated proposal. Jesse brought in an architectural assistant to view the space. Town admin wants an additional estimate. Dot suggests Neville Ross, North Shore Home Services in Gloucester, who is working on her home.
  - Gas conversion is back on. Representatives from Guardian (from Mass Save?) revisited the library with regards to another grant for conversion.
  - CPC electrical work scheduled to begin 2nd week of Aug.
  - Wall cleaning. Judith Selwyn met with representative of MJS to examine grout weeping (bloom) on exterior wall. She recommends work on the worse areas rather than the entire wall, which should reduce the estimate from MJS. She still thinks the blooming is from the combination of doing the entire wall at one time and the unusual winter snowfall (2014-2015)
  - Tech Plan - no action
  - Trustees email - MVLC has set up individual email accounts. We will keep the town general account for public to contact trustees. Tim will monitor it.
  - Gutters/downspouts - Filias supposedly came but left no notice.
5. New Business (current projects and/or activities) - Trustees self-evaluation will occur at Sept meeting. Each trustee will self-evaluate over Aug and come prepared for a short discussion to improve board performance.
6. Executive session as needed - none



7. Future Business -
8. Set Next Trustee Meeting - Sept 15 at 10:30 AM
9. Adjourned - 11:30 AM

Respectfully submitted by Dorothy Sieradzki