

Freetown Board of Library Trustees
Minutes of Thursday June 21, 2018
James White Library
7:00 pm

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J. A. Brown
Town Clerk

Call to order: Chairperson Lucille Rosa called the meeting to order at 7 pm.

Present: Irene Ashley, Christine Paiva, Lucille Rosa, Beverly Sadeck, Paul Sadeck, and Dorothy Stanley-Ballard, Library Director.

Absent: Vince Kyne

Approval of minutes: Minutes of the April meeting were approved. There was no meeting held in May due to lack of quorum.

Payroll and Bills: April and May bills were reviewed / there were no questions.

Next Meeting: September 20, 2018

Reports:

Library Director: Dorothy provided the group with a copy of the job description for a Senior Librarian. She is also in the process of trying to change the starting salary rate. This will be done during contract negotiations between the selectmen and the union. Once this is settled Chelsea will be promoted to Senior Librarian and then Dorothy will work on increasing Chelsea to 35 hours per week.

Dorothy did note improvements in the in James White Library – new shades and curtains were bought and hung. With the boxes removed and the new curtains the library looks brighter and bigger. Positive feedback has been noted from the patrons.

Dorothy told the group that the book sale at the Strawberry Festival went well. The crowds were not as large as previous years.

Library Planning Committee: Lucille reported that the committee has met once and are working on a building program description. They plan to meet again in July.

Old Business:

Dress Code- Lucille had investigated the union policy for dress code and the union hand-book describes the dress code as being professional business like. A discussion took place regarding the dress code and if jeans were appropriate. A motion was made and a vote was taken and passed to follow the dress code as described in the union handbook. One person abstained from the vote.

Donation Account- Lucille had investigated creating a foundation account to help support a new library. In her investigation she found that this would be a very time consuming program. She was advised that the route to take would be to create a donation account within the town structure for use of the new library. This money could be used to pay for items for the new library – ie- furnishings. (need to make a list of the items this accounts could be used for –computers, displays etc). This account would be separate from the donation account that is already in place.

Table at Hathaway: No town department is interested in it. At this time it will be left in place.

Windows: Windows at the Hathaway Library are ready to be installed.

New Business:

Dorothy told the group that Rick Kendrick has been contacted several times regarding the hole in the roof at the James White Library which has now caused a hole in the ceiling from critters in the attic. It was determined that the town administrator should be notified as this is a health / safety issue for the employees and patrons and also can cause monetary damage to the books. Dorothy to contact the town administrator.

Dorothy provided the group with a copy of the proposed Circulation Policy. Members are to ready the policy and be prepared to discussed policy / approve in September.

Meeting Adjourned : 8:05 pm

Respectfully submitted,

Beverly Sadeck