

Freetown Board of Library Trustees
Minutes of Thursday February 21, 2019
James White Library
7:00 pm

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J. Brown

Call to order: Chairperson Lucille Rosa called the meeting to order at 7:00 pm.

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

Review of Payroll and Bills: Dorothy addressed questions regarding terminology used in the report.

Approval of Minutes: Minutes of the January meeting were approved.

Next Meeting: March 21, 2019 at 7:00 pm.

Reports:

Library Director: Dorothy informed the trustees that the six new computers are at SAILS and will be set up next week. One old computer at the Hathaway Library is not functioning but will be able to be fixed. The metal outside book deposit at the Hathaway Library was broken but with the help of the Building Inspector it was fixed. To replace it would have been very costly. Dorothy had a budget meeting with the Town Administrator- a change that will affect the library is that now the utility money is to be centralized for the town. Meaning that money previously allocated in the library budget for utilities will now be removed and placed in the town budget, resulting in a decreased library budget. This change can have a direct impact in our status with the MBLC.

Dorothy has contacted the MBLC to inform them of the change in town budget policy. Dorothy reported that stats remain good at both libraries. All staff are in the process of attending the mandatory training programs.

Old Business:

Policies: Dorothy is currently working on the Collection Policy. Lucille to decide for the next meeting what policy we will work on next.

New Business:

The job descriptions for Library Tech and Senior Librarian were reviewed. The only change made was that the MLS requirement was voted to be removed from the Senior Librarian job description requirement. The job descriptions were approved and will be filed at the Town Hall.

Director Job Description: Two director job descriptions were handed out and members were asked to review them for the next meeting so that we can use them as a guide in developing our own Director job description.

Trustee Handbook – Lucille stated that the link to this is set and she will be sending it to all the trustees.

Meeting Adjourned: 8:11 pm.

Respectfully Submitted

A handwritten signature in cursive script that reads "Beverly Sadeck".

Beverly Sadeck