

Freetown Board of Library Trustees

Minutes of Thursday March 21, 2019

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James White Library

7:00 pm

Call to order: The meeting was called to order at 7:03 pm by vice-chairperson Chris Paiva.

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

Review of Payroll and Bills: February's bills and payroll were reviewed with no questions.

Approval of Minutes: February's minutes were approved with a correction.

Next meeting: May 16, 2019 at 7:00 pm.

Reports:

Library Director: Dorothy reported that the revised job descriptions have been turned into Ali at the town hall. She informed the trustees that the exterminator's contract has been extended through June. The Building Trust still needs to fix the ceiling as they agreed in October when the problem was identified. All the new computers have been installed. The Hathaway Library now has WiFi. Dorothy reported that all mandatory training required by HR has been completed by the staff. Ali is going to try to set up CPR training for the staff. The budget has not been reviewed by the selectmen yet. The library again is being used as a location for tutoring. Dorothy informed the trustees she will be on vacation next week.

Long Range Plan: Dorothy provided updated stats and updated library processes that are now in effect. Corrections were made to the stats as appropriate. Lucille to "clean up" the program and resend it to the trustees for review.

Old Business:

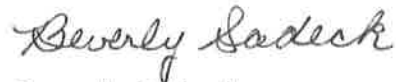
Policies: Dorothy is working on the collection policy. The next policy to be developed is the Customer Service policy.

Library Director: Trustees are to review the sample job descriptions for the next meeting so that we can develop a Library Director job description. Trustees are asked to refer to the Trustee Handbook for additional input in developing the job description.

New Business: Lucille thanked Vince for his years of service as a Library Trustee.

Meeting Adjourned: 7:54 pm.

Respectfully Submitted

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

Beverly Sadeck