

# MINUTES

## LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, November 9, 2016

**Attendance:** Trustees: Deborah Lancaster, Ashley Warren, Warren Turner, Sean Matthies; Ellen Snoeyenbos, Library Director, April McDermott, Assistant Director; Absent: David Church, Marian Goode

The meeting was called to order at 5:52 pm by Deborah Lancaster.

**Minutes** - Review of October 12, 2016 minutes. Deborah Lancaster motions to accept the minutes: Warren Turner seconds the motion and approved unanimously.

**Monthly Reports:** The following reports were reviewed, discussed and accepted: Financial Report, Circulation Report, Children's Librarian Report, and Director's Report. This motion was made by Deborah Lancaster and seconded by Warren Turner. Unanimously approved by the Trustees.

### Unfinished Business:

- Mass Shooter training, led by Officer Ken Thaxter, to occur on Wednesday, November 16, 2016 at 1:00pm. All staff to attend.
- Parking issues remain during school release hour(s). No specific issue to mention, simply on-going use of parking lot during school release hour(s). Ellen will speak with Officer Thaxter while at Library for Mass Shooter Training regarding potential for Police detail to be implemented to reduce parking lot congestion.
- Discussed After-School behavior incident which occurred on October 31, 2016. 7<sup>th</sup> grade student spoke inappropriately (racial insult) to SAILS employee. Police were notified of incident and handled directly. Student subsequently apologized to Library staff.

### New Business:

- December Board of Trustees meeting will require a review of the Director. Trustees agreed to extend December meeting 15-30 minutes in Executive Session to compile review of Library Director, Ellen Snoeyenbos.
- Need to begin new Planning Process for 3-year plan to submit to the State. Current LSTA grant ends in FY17. New grant to be submitted in FY18. Ellen discussed releasing a survey to patrons for technology ideas and Library improvement opinions. Trustees to begin discussing Plan during January meeting.
- Need to consider a capital warrant article for sidewalk improvements. Ellen has been in discussion with Len Graf and David Gagne to obtain names of concrete/cement contractors to receive pricing quotes.
- Nanette is planning to apply for a LSTA Grant this year. Looking to add manipulatives to Children's Area.

**Next Meeting:** Monday, December 12 at 5:45 pm.

**Adjournment:** at 6:35 pm by Deborah Lancaster and seconded by Warren Turner. AIF.  
Submitted by Ashley Warren, Trustee