

Cobleigh Public Library Trustees' Minutes

March 26, 2018 4:30 p.m.

Attending: Jan Wade, Cindy Karasinski, Linda Britt, Lindsay Carpenter, Marty Feltus and Jeanne Laughton

Minutes from 2/26/18 – Motion to approve – Lindsay-1st Jeanne-2nd - Approved

Treasurer's Report – The budget vs. actual report was shared – no discussion. Jan will be added to the accounts at Edward Jones once the updated documentation has been submitted with the minutes showing the election of officers. Edward Jones will then show Don Welch, Lindsay Carpenter, Dawn Dwyer and Jan Wade as contacts/signers on the investment accounts. Motion to approve – Lindsay-1st Jeanne-2nd

Friends Update – Linda Britt attended this meeting as a representative for the Friends. She shared that the Friends have purchased 10 additional tables for the book sale, as well as tarps to cover them. They will be stored at the Town Offices. Collection for the Book Sale will begin in June. Lindsay shared that she and Mamie met and have decided to use the sample MOU from Lara Keenan at the Dept. of Libraries. Lindsay will share the updated version with the library trustees and Friends and a final MOU will be determined after discussion/changes.

Librarian's Report

Cindy and some staff were able to acquire many free books from the Midstate Library that is closing soon. She was pleased with the assortment she was able to obtain, as well as many books to replace worn out books on the Bookmobile.

Old Business

Election of Officers – *Chair* – Lindsay nominated; *Secretary* – Jeanne nominated; *Treasurer* – Jan nominated; Lindsay -1st all nominations Jan -2nd all nominations. All present were in favor of motions.

Carpet Bids – Cindy contacted Chuck's Flooring and he declined to submit an additional bid for review. Lindsay made a motion to accept the bid from Carpet Connection for installation of the carpet tiles as quoted (\$6,727.50) for the first floor of the Library contingent that quote includes any necessary moving of furniture. Jan-1st Jeanne-2nd

Policies – Jan shared that during her review of other library's Material Selection Policies she found the Cobleigh's to be the most comprehensive. The only change noted would be the removal of CD ROMS from the "Types of Materials" section. Lindsay and Jeanne will continue working on their Policy sections. David submitted his information to Lindsay, but on a beautiful March day, the power went out and Lindsay was not able to print for the meeting. These will all be discussed at the next meeting.

New Business

Upon returning from Executive Session, Cindy presented two possible contracts that would be used in conjunction with the Privacy of Patron Records Policy. After some discussion, Lindsay made the motion to create three separate Contract and Confidentiality Agreements – one for Americorp/one for Staff/one for Volunteers. Jeanne-1st Jan-2nd

Next meeting is scheduled for April 30th.

Ongoing meeting schedule:

May 21

June 25

Meeting adjourned at 5:30.

Respectfully submitted by Jan Wade