

CPL Minutes

September 28, 2015 4:30 p.m.

Attending: David, Cindy, Don, Lindsay, Garet, Pat

Minutes from 6/9/15 - Motion to approve - 1st, Garet 2nd, Lindsay - Approved

Treasurer's Report

Don wants to meet with Laurie Willey, an Assistant Town Clerk, to help with the format update in the Town balance sheet.

Don is removing the Friends from the balance sheet since all the grants have been moved to the Town.

He noted that on the Profit/Loss sheet the 515 line under Other Income is mislabeled. It should read Grants rather than Donations.

Don also created a rundown sheet of recent investment activity from May through August of 2015. Volatile market activity has led to a 4.8% loss.

Motion to approve - 1st, Lindsay 2nd, Garet - Approved

Librarian's Report

David asked for updates on questions that were outstanding in the minutes from June 9th.

Additional dehumidifiers were acquired bringing the total to four.

More bids are being collected for the door alarm system.

The Bookmobile had a leaky skylight fixed and a replacement propane door installed. The original door disappeared which may have been caused by inadequate bolts. OBS is taking care of replacing faulty rivets and undercoating will be applied soon.

In current activity, Dawn Dwyer, Town Clerk, and Bonnie Batchler, auditor, will be invited to an upcoming CPL Trustees meeting to discuss the municipal status of the library and the resulting changes in procedure.

Nine new laptops have been donated to the Library by Optum and will be delivered on Wednesday, October 7th, at 1:00. Trustees are invited to attend this special occasion.

Old Business

Meeting Dates - The Trustees decided to set a fixed monthly day and time for upcoming meetings to simplify scheduling. The fourth Monday of each month at 4:30 was selected. Slight adjustments were necessary to accommodate holidays.

New Business

Library Positions - With the recent retirement of Mary Kenny, Cindy has had staffing decisions to make. Her first recommendation is that Cheryl McMahon become the Assistant Librarian with a 40-hour work week. Cheryl will continue her current duties with the addition of overdues. Cindy also filled a second position. Elizabeth Faling is taking over most of Mary's duties with an adjustment of hours from 25 to 22. She is new to library work but has a natural affinity and has impressed Cindy and the staff. Cindy sent the required letter to notify the Town about the positions.

Executive Session

The Board discussed questions about the staffing changes.

More information is required to make necessary decisions on this issue. Cindy will provide this soon.

Other Business

Air Conditioner - The second floor air conditioner is failing and the summer temperature upstairs was unbearable at times (105-110 degrees) Service calls from the company that provided the unit are extremely expensive. Cindy said that bids should be done now to seek the best price for a replacement and ensure it will be installed in time for the coming summer.

Manton Foundation - Don asked Cindy to contact the Foundation to ask if those monies might be used for other bookmobile purposes beyond fuel and maintenance.

Bookmobile Staffing - Laurel Vincent has been hired in Abbey's former position and Spike will continue with the same duties. Another person is being sought for the afternoon AmeriCorps position.

Voc Rehab - Voc Rehab generously has offered to pay the Library half of Cindy's salary while she is training Elizabeth.

Respectfully submitted,
Pat Webster