

CPL Trustees' Minutes 5/23/16

May 23, 2016 4:30 p.m.

Attending: David Martin, Don Welch, Cindy Karasinski, Jan Wade, Wanita Gardner

Minutes from 3/28/16 – Motion to approve – David, 1st Don-2nd - Approved

Treasurer's Report – Motion to approve – David, 1st Don-2nd - Approved

Librarian's Report

David asked about Spike's health and his request for Medical Leave. Cindy noted that she is working with Spike to obtain this leave with AmeriCorps.

Friends of the Cobleigh is currently seeking a president as Donna Edwards is stepping down. The Friends of the Library coordinate an annual book sale, the cabin fever basket raffle and other fundraisers/volunteer projects. Cindy also noted that grant opportunities are affected if the group doesn't have a president. They will be holding a meeting tomorrow morning.

Donna and Tom Edwards are having to step down from volunteering the transport trip of books to and from MidState Library due to health reasons. Cindy noted that the courier service will help with some of this interlibrary borrowing, but resources are needed often from MidState. Donna and Tom's absence is a void that requires additional thought on how to open this avenue through others. All trustees attending offered to help when traveling.

Cindy reported that she has had some contact from other libraries that they were not able to get into the CPL catalog. Cindy has checked with her contacts and they haven't found the problem yet. All Trustees noted that they were able to use the catalog last week without issue.

Old Business

Don will write a procedure policy for deposits. He also noted that the Library should have an actual Policy and Procedure Manual from which anyone can reference. He will update the policies that are currently in the binder that Cindy has as well as add procedures that have been/are being written. Cindy suggested webjunction.org as a source for policy and procedures documents.

The air conditioner bids have been reviewed and given the updated bid information that we received from Fred's, it was determined that Fred's Energy would be the best option. Their bid was \$400 higher, but they do not charge a per trip fee and their hourly rate is lower. Also, the fact that they are a local business is a benefit as well.

David moved – The Library will accept Fred's Energy bid pending Don's final confirmation that the quote includes removal and all installation of the new air conditioner. Don – 2nd – Approved

New Business

Cindy presented diagrams and pricing on two new shelving units for the Children's Room which will go near the piano. These shelves will not only provide more book space, but a semi-private area for nursing mothers. A grant has been applied for through the Robin Santos Memorial Charitable Trust for this project. If funds are

not secured through this grant, Friends of the Cobleigh will be able to provide funds from a donation received last year.

David moved – to contract with VCI to manufacture the shelves. Jan -2nd - Approved

Don brought forward discussion regarding timesheets and moving towards having all staff complete one universal timesheet as well as having staff sign their timesheets. This topic will be added to the next meeting's agenda for further discussion.

David wrote this year's appeal letter for funds for the Bookmobile. He will work on adding testimonials in the side margin with Cindy as the letter will be sent out the beginning of June.

David has spoken with contacts at both Riverside and Stevens School. Riverside has a new director starting soon, so contact will be made later in the summer to let her become established. Stevens School asked to meet with David after graduation.

The Library Staff are organizing a Volunteer Luncheon/Brunch on June 9th at 10:00 a.m. There are so many fantastic volunteers - the Library couldn't be all that it is without them. Library staff and Trustees are asked to bring something to share. Cindy has asked for RSVP's to determine the amount of food needed.

Additional

Wanita brought forward some items that need attention that will require budgetary consideration. She suggested the chairs in the conference room are quite antique and frail, and require the attention from a professional furniture repair person. She also noted that the windows should be washed on the outside which is a task that can't be handled by Library staff.

The next meeting is scheduled for June 27th at 4:30 p.m.

Respectfully submitted,
Jan Wade