

**Board of Library Trustees
Minutes 11/18/2015**

Present: Kathryn Mudgett (chair), Jeanne Ivas, Sarah Summers, Monika Brodsky, Rebecca Freer (director), Judy McConarty (systems manager), Barbara Childs (HR manager)

Prior to the Convening of a Quorum:

Search for New Director: Human Resources Manager, Barbara Childs, met with Trustees regarding the upcoming search for a new library director. The current job description is being updated and Barbara asked for feedback from Trustees by December 2, in preparation for the Personnel Board's next meeting on December 4. Tentatively, the notice will be posted on December 7 for a period of 3 weeks and a variety of advertising options are being considered. There will be up to 3 rounds of interviews, with the first round beginning the week of January 11. The screening committee will include the Personnel Board and members of the Board of Trustees. Town Administrator, Peter Morin, is the hiring authority.

Call to Order: Meeting was called to order at 8:12 pm

Additions to the Agenda: Feasibility study and Pote Trust added to New Business

Approval of Minutes: Minutes from October meeting were accepted as written.

Reports: Director, financial and Friends reports were deferred.

Library/Town Hall Study Committee(LTHSC): Jeanne reported that the Board of Selectmen approved 64 South Street as the preferred site for a library building project. The Committee will meet with Selectmen again on December 2. The committee plans to seek approval at town meeting to repurpose approximately \$23,000 in remaining funds to help pay for a feasibility study.

Old Business:

Tuition Reimbursement Policy: Trustees approved the policy, renamed *Guidelines for Professional Development Reimbursement*, as amended.

New Business:

Feasibility Study and Pote Trust: Trustees discussed using Pote Trust funds to cover part of the cost of a feasibility study. Jeanne moved that the Board of Trustees agree in principle to expend funds from the Pote Trust in partial payment for the hiring of an Owner's Project Manager and architect to conduct a feasibility study in preparation for a construction grant application from the Massachusetts Board of Library Commissioners. Said funds to be expended as needed from a period of January 1, 2016 to June 30, 2016 under the direction of Trustees as whole board or members of a library building committee. Said funds not to exceed \$75,000. Monika seconded the motion and all voted in favor.

Foundation/Fundraising: Deferred

The next meeting will be on Wednesday, December 16 at 7:00 pm.

Upcoming meetings dates: January 20, February 10, March 16, April 13, May 18, Jun 15

Meeting adjourned at 9:05 pm. Recorded by Judy McConarty