

ALICE WARD MEMORIAL LIBRARY
SPECIAL MEETING MINUTES
JUNE 27, 2016

Meeting was called to order by Sharon at 5:30 and seconded by Suzanne.

Attending: Greg Noyes, Dennis Fuller, Ron King, Nancy Renaudette, Denise Carrier, Sue Gosselin, Suzanne Phinney, Sharon Belleville, Craig Varley.

Suzanne passed out copies of the Librarian Job Description for review to all present. Sharon asked for any comments, of noted procedures, of the Job Description.

Suzanne made the motion to review and comment on the job description, and Nancy seconded.

Craig questioned and commented on the purchase order procedures. Suzanne explained to him that any expenditures over the specified amount in the Job Description would now require copies of a purchase order and signatures from a member of the Board of Trustees. It was explained the importance of a good paper trail, clarity, and maintaining good records for the Town Clerk if audit procedures are required.

Greg Noyes stated that these are typical procedure that should always be followed.

The next topic of discussion was the massive weeding out of books from the book shelves. Craig informed us that this is a normal procedure. Suzanne commented that she had contacted the American Library Association, and that their guidelines state, to gradually pull books from the shelves. Suzanne explained how we have experienced very upset patrons' because of the elimination of books from the book shelves. Sue then asked Craig if there was a program on the computer that could be used for the process, such as the last time a book had been selected for reading, Craig said he did have a program on the computer. Suzanne explained that any books that are removed from the shelves should then be used for a book sale, and not donated without informing the Board of Trustees.

Dennis Fuller commented that several patrons' had questioned him about "Where are all the Books". Because of the weeding of books we have lost some of our patrons' to the Colebrook Library, not only for the books they enjoyed, but their continued support of the town library. These patrons' now have a fee to pay for the use of the Colebrook Library.

Ron King made the comment that there are several boxes of books in the cellar of the library that should be destroyed, because they were subject to water damage. Craig and Ron will work on properly destroying these books.

At this time there was no further comments or discussion of the job description.

The next topic of discussion was the hours worked by Ron, Dennis, and Alexis. It was decided to keep Alexis on as backup, Dennis for Saturday and other days if the need arises. Craig and Ron had previously discussed his hours, and had agreed on Ron working every other Friday once Craig returned from his vacation. Craig wanted to be in the library more on Friday to have

better communication with the public. Suzanne asked Ron if he was okay with this change, Ron stated that he was, and willing to work together with Craig. Craig will keep a posted work schedule for the workweek.

Sharon noted that we would now be going into Executive Session, and asked that Ron King and Dennis Fuller leave the meeting, Greg Noyes was asked to stay, he is a Selectmen of the Town of Canaan.

Suzanne made a motion to go into Executive Session, Sharon seconded: Suzanne read the Vermont Statutes 313 for Executive Session. To follow No. (1) (a) Contract and #3 evaluation for Craig at 6:30 pm.

Sue commented that minutes would not be taken for the Executive Session.

Suzanne motioned to come out of Executive Session, and was seconded by Sharon. Executive Session ended at 7:25 pm.

Sharon made a motion to cast a vote to accept the Job Description as written. The vote by all members of the Board of Trustees was unanimous.

Sharon made a motion to accept Librarian Contract, based on approval of resume, and contract would be voted on at the July 6, 2016 meeting of the Board of Trustees.