

Alice M. Ward Memorial Library Board of Trustees
Minutes
September 11, 2017

I. Call to Order:

4:25 pm

II. Attendees:

Susan Gosselin, Sharon Belleville, Georgiana Carr, Nancy Petro, Nancy Renaudette, Craig Varley, Lara Keenan (State Library Consultant)

III. Approval of Minutes from Previous Meeting:

N/A

IV. Additions/Deletions to Agenda:

N/A

V. Building Maintenance/Concerns:

N/A

VI. Budget Review:

N/A

VII. Policy/Bylaw Review:

N/A

VIII. Library Activity:

N/A

IX. Ongoing/Future Goals:

N/A

X. Other Business:

**The September 11, 2017 trustee meeting was a Trustee Training provided by Lara Keenan, State Library Consultant, Governance and Management:

Topics Covered:

Budget-

Library budget line items should be clear/understandable to trustees and to community (tax support).

Collection (books) should be approx. 15% of overall budget.

Need a category for carryover/portable multi-year income (such as grants that can carry over for more than one year). Check with town- can 072 be used for reserve fund?

Open Meeting Law-

In effect- when a quorum comes together, be it face to face/email/chat/etc., if library business is discussed that is a meeting. Meetings must be properly warned.

Posting- Regular meetings posted 48 hours in advance. Special meetings 24 hours in advance. Post on website, at town office, post office and on board in front of the library. Consider posting agenda and minutes to town website instead of library website. This maintains all town meeting information at one location making it a more efficient process for finding/reviewing information on all town meetings.

Public Comment- Public comment should be an agenda item. A good place for this is after approval of minutes. Trustees may vote prior to opening to public comment to limit the amount of time a person may speak to maintain order and keep the meeting on track and to a reasonable time.

Minutes- to be posted within 5 calendar days after the meeting.

Executive Session- To be listed in agenda. To discuss director evaluation/salary/etc. Personnel related. Other reasons for executive session rarely apply to library trustee meetings.

Things that can be discussed in email, chat, etc and not fall under the definition of meeting: "Heads up" (like notification a grant was received- then discuss in detail at meeting), Agenda items (to add to next meeting agenda), Materials needed. *No discussion/no "reply all" can occur amongst the group or that would be a meeting and not meet the requirements of Open Meeting law.

Primary Responsibility of Trustees-

Well Being of the Library

Library Trustees vs Director Roles and Duties-

Trustees- (Oversight)

Roles:

Hire/Supervise Director

Create Long-Range/Strategic Plan

Fiscal Oversight/Budget Approval

Approve all policies

Ensure library has marketing plan

Duties:

Prepare for meetings; attend and participate

Familiarize with state/federal laws

Support library services

Talk about the library in the community

Keep open to the future: read, think, listen

Fiduciary: Duty of Care or Diligence; Duty of Loyalty; Duty of Obedience

Library Director (Daily Management)

Roles:

Hire/Supervise Staff

Create/Implement Plan

Create, Spend, Report on Budget

Recommend/Implement Policies

Coordinate/Implement Marketing Plan

Best Practices Reviewed-

Orientation for new board members

Understand Open Meeting Law

Stick to agenda

Allow all trustees to have a voice at meetings

Have a united voice in community

Empower the director to manage day to day operations

Attend meetings

One voice

United vision and mission

Become informed through participation and continuing education

Community representation

Fundraising/PR

Be visible and accessible

Be informed about legislation that affects libraries

Advocate

Lines of Communication reviewed.

Communicate regularly!

Lara provided copies of her slides to the trustees as well as notebooks. Her contact info was provided and trustees encouraged to reach out with any questions.

XI. Adjournment:

6:30 pm

Next Meeting : October 2, 2017 at 5 :30 pm