**M. G. Parker Memorial Library**

**Board of Library Trustees**

**Meeting Minutes**

**December 11, 2019**

Co-Chair Linda Trouville called the meeting to order at 4:00pm

**In Attendance**: Trustees Linda Trouville, Eric Jackson, Monique Verville, and Gretchen Mayall. James Nolan was absent

**Community Input** - None

**Review of the minutes** – The minutes from the November 13, 2019 regular meeting were reviewed. A motion to accept minutes as amended was made by Monique Verville, seconded by Eric Jackson.

**Review of Bills and Payroll**- Bills from November 14, 2019 to December 5, 2019 and Payroll from November 10, 2019 to December 12, 2019 a motion to accept by Eric Jackson and seconded by Monique Verville.

**Budget and Financial Report** - Addendum Attached -

**Performance Overview** - Addendum Attached –

Discussion about the agenda for staff professional development on Thursday, December 19, 2019.

**Directors Report** - Addendum Attached –

* Nanci spoke about the budget preparation for FY2021.
* Discussion regarding the Children’s Assistant position. It has been posted for two months and we have only had

one applicant, who was scheduled for an interview and changed her mind.

* Superintendent of schools, contacted Nanci about a possible collaboration between the school and the library for their older students for training. Nanci will be meeting with the Head of student services Kim Lawrence and the superintendent of schools Steven Stone on Monday, December 16th.
* Discussion regarding the new policy where patrons have to ask for bathroom keys. We have only had a few complaints from patrons.
* Reschedule the Word Basics class until next Tuesday, December 16, 2019.
* Discussion about a draft letter to volunteers regarding CORI application.
* Discussion about the upcoming Friends meeting which Nanci will attend to present her 2020 Budget.
* Nanci asked the trustees to look at a letter which she forwarded to them about Friends of the Library groups.
* The afternoon book group Nanci will be doing in 2020 is already filling up.

**Unfinished or Continuing Business** -

* Discussion regarding a contract for the Library Director.

**New Business** –

**Next Meeting** –

COPA & Computer Use Policy Update

Directors Review

**Suggestions for Next Meeting** – none

Hearing no objections Linda Trouville, adjourned the meeting at 4:44pm.

Minutes Approved by:

Eric Jackson, Monique Verville,

Linda Trouville, Chairman James Nolan,

Gretchen Mayall,