

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
May 8,2019**

Chair, Eric Jackson called the meeting to order at 4:30pm.

Reorganization of the Board of Trustees - Monique Verville nominated Linda Trouville as the Chair. James Nolan nominated Eric Jackson as Vice Chair. Eric Jackson nominated Monique Verville as the Secretary. A motion to accept the nomination slate for the Board was made by James Nolan and seconded by Monique Verville, unanimously approved.

In Attendance: Eric Jackson, Linda Trouville, James Nolan, Monique Verville, and Director Nanci M. Hill, Gretchen Mayall was absent.

Community Input - None

Review of the minutes – A review of the minutes from the April 10, 2019 meeting of the Board was conducted. A motion to accept the minutes as presented was made by Eric Jackson and seconded by Monique Verville - Approved with one abstention.

Review of Bills and Payroll- the trustees reviewed the payroll from April 7, 2019 to May 4, 2019 and the bills from April 11, 2019 to May 2, 2019. A motion to accept the payroll and bills as presented was made by Moniques Verville and seconded by Eric Jackson - unanimously approved.

Budget and Financial Report - Addendum Attached - Reviewed

Performance Overview - Addendum Attached - Reviewed

Directors Report - Addendum Attached – Reviewed

- Director read changes to the Directors Report.
- Flooding in the basement – The Director Reported that flooding of the basement has subsided and that a clog in the storm drain was the cause. The clog has been removed and the basement is now dry.
- New Locks on the first floor bathroom – Discussion regarding the need to lock the bathrooms.
- Electric Charging stations in the library parking lot – Discussion regarding the possible installation of these station with a grant that is being written by Community Planner, Elizabeth Ware.
- We will have some shortage of staff over the months of June and July. Staff members Young Oak Lim, Leslie Oxtan, Meghan Chapman, and Cheryl Salem have requested time off during the months of June and July. The Director asked the town manager if past Library Assistant, Catherine Riordan can return as a substitute Library Assistant. She is waiting to hear the Manager's decision.

Unfinished or Continuing Business – None

New Business –.

- Late opening on June 13, 2019, the Director ask the board to close the library for the day for professional development. The staff will receive CPR training in the morning and Narcan training in the afternoon. A motion was made to close the building for the day by Monique Verville. seconded by James Nolan- unanimously approved.

- Change of Trustee Meeting time from 4:30pm to 3:30pm, Eric Jackson made a motion to change the trustee meeting to 3:30pm. It was seconded by James Nolan - unanimously approved.
- Summer Meeting Schedule – Trustees will meet during the month of June but will not meet in July or August unless necessary. They will resume regularly scheduled meeting on September 18, 2019.
- Quote for new phone system. Eric Jackson made a motion to spend the money for the new phone system out of our State-Aid. James Nolan seconded the motion - unanimously approved.

Next Meeting – June 12, 2019 at 3:30pm

Suggestions for Next Meeting –

Hearing no objections, the meeting was called by Linda Trouville at 5:20pm.

Minutes Approved by:

Eric Jackson,

Monique Verville,

Linda Trouville,

James Nolan,

Absent
Gretchen Mayall,