

Rochester Public Library Meeting Minutes
October 13, 2015

Meeting called to order at 5:34 PM

Members Present:

Trustees - Tony Goupee, Barbara Shenton, Jola Labejsza and Lynn Moltz
Librarian - Jeannette Bair

Public Communications/Comments: None

Board Communications/Comments: None

Secretary's Report:

Motion was made to approve the September 8th minutes as presented. All were in favor.

Motion made to approve the September 29th minutes with one change to the Endowment section. All were in favor.

Action Items:

Action items are ongoing.

Treasurer's Report:

Motion was made to approve the Treasurer's report as presented with three rearrangements to general repairs, children's library salary and memorial fund. All were in favor.

Librarian's Report:

Motion was made to approve the Librarian's emailed report with a mention that she will be preparing annual report for the Department of Libraries. All were in favor.

Old Business:

We have the town recycle date reserved for August 6th, 2016.

Review of fundraising letter - Jeannette will revise draft and get it to us for final review on Friday. Deadline for any changes will be next Tuesday 10 am.

Front railing repairs - Chuck Adams will fix in next week.

Motion was made to grant Great Hawk the use of the upstairs for its two hour annual meeting in 2016. All were in favor.

School library concerns – A letter will be sent to the school Principal regarding follow-up to previous meeting.

New Business:

Building security – Clipboard will be located inside closet for sign in when entering the building during non-library hours.

Policy review – Motion was made to accept the Materials Selection Policy. All were in favor. Motion made to accept the Library Bill of Rights policy. All were in favor. Motion made to accept the Privacy and Confidentiality Policy. All were in favor.

Budget planning – Review Mandarin \$600 fee, lift maintenance (\$300 each (2) \$150 inspection), and salaries sections.

Action Items:

Barb will discuss changes of line items with the Town office.

Tony and Lynn will tackle Book Sale donation boxes.

Jeannette will purchase a hand truck.

Mary Sue will talk with the Historical Society about clipboard sign in.

Jola will follow up with the town regarding the crosswalk cost and handicap parking sign.

Jola will ask Athletic Director about selling food at basketball games this winter.

Next Meeting: November 10, 2015

Meeting Adjourned at 7:06 PM

Moved to Executive Session at 7:06

Librarian Job Evaluation

Exited Executive Session at 7:32pm

Respectfully submitted,

Lynn Moltz
Secretary