

Jesse M. Smith Memorial Library Board of Trustees

Meeting Minutes of 12 August 2004

The meeting of the Board of Trustees was called to order at 7:00 p.m. in the Library's Program Room, Melanie Ruggieri recording.

Present were Alan Chuman, Peter Lambert, Wallace Lees, Melanie Ruggieri, Sandra Mundy, Cynthia Szymanski.

I. MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting were accepted.

II. REPORTS

A. Treasurer

Business as usual.

B. Director

Sandra reported that annual statistics are down, probably due to CLAN migration to Horizon. The migration may also have impacted the number of materials added to the collection. Passes to the Blitheworld Arboretum and the Mystic Seaport were recently added to the collection. Several building concerns have been resolved. The acquisition of a portable defibrillator seems to be a real possibility.

Report from the Reference Department indicates that the local history collection continues to be a valuable resource for a variety of informational purposes. Consumer Reports also continues to garner

heavy use.

C. Assistant Director

Cindy reported that the Summer Reading Program was extremely successful. The letterboxes were also wildly popular. The end of the Summer Reading Program culminated in a canoeing expedition with the Blackstone Valley Canoe Paddling Group.

The Personnel Policy needs to address the accumulation of vacation time. Presently, they are being rolled over from year to year. Alan stated that they should be paid out, but there needs to be a cap on the amount of time accrued. Also, the amount of working hours needs to be changed from 40 to 35 hrs.in the Personnel Policy. Sandra also noted that the policy needs to address the waiting time before you can start getting health benefits. Wally suggested that the board look at the Town's Personnel Policy for reference.

D. Library Council

No report.

E. Library Facilities Committee

No report.

F. Friends of the Library

No report.

III. OLD BUSINESS:

A. FY 2003-2004 Budget Closing

Sandra proposed that a \$4,000 surplus be transferred into the 2004-2005 Budget. The rest will remain in contingency.

B. FY 2004-2005 Budget Revisions

The proposed 2004-2005 Budget was unanimously approved.

IV. NEW BUSINESS

A. Annual Closing Schedule

2004-2005 holiday closings were approved.

B. OLIS Annual Report

Sandra reported that the OLIS Annual Report is due in September. It is currently being worked on. The Preservation Policy was revised

C. Internet Policy Revision

The Internet Policy, recently revised due to CIPA, was approved.

D. Trustee Eligibility/Town Charter Provisions

Wally and Peter may no longer be able to sit on the Library Board of Trustees. It was suggested that changes to constitutional by-laws be held off until after the charter passes in November.

Alan suggested that the Library Board be made up of 5 voting members and the President of the Town Council as ex-officio.

Sandra stated that meeting times also need to be revised, for the Library Board, besides meeting quarterly, also schedules additional meetings as needed.

V. NEXT MEETING

Next meeting set for Thursday, October 21st, 2004.

VI. ADJOURNMENT

Meeting was adjourned at 8:00 pm.

All items attached may be viewed at the Jesse M. Smith Library.