

Middletown Public Library

Board Meeting Minutes: October 18, 2005 Minutes

6:00p.m. Library

Board Members:

**Present: John Grisham, Peter Van Steeden, Holly Levine,
Beverley Murphy, Mary Nunes, Ed Wray**

Absent: Lynda Bronaugh

Quorum? Yes

Others Present:

Robert Balliot (library director)

Virgel Blaschke (friends rep)

Ed Silveira (town council liaison)

Proceedings:

- . Meeting called to order at 6:02pm by Chair, John Grisham**
- . September 18, 2005 minutes were amended and approved**

Correspondence:

- . Navy League of US letter received**
- . Friends of MPL Book Sale letter received**
- . Barbara Camadeco letter received, will be discussed in executive session**

Director's progress and financial reports on the library:

- . Director's report received**
- Robert Balliot reviewed information in report**

- Preservation Plan approved**
- Disaster Plan approved**
- Discussed fire extinguisher type and climate control system**
- . Financial report**
- Shipping charge of outdoor tables still under negotiation.**

Committee reports:

- . Children's room improvement committee**
 - Beverley Murphy reported list of changes to drawing board discussed and recommendations sent to designer/architect. Next meeting to be held Nov 3, 2005.**
- .Budget Committee**
 - John Grisham reported that Children's Room Improvement and Climate Control updates have tentatively been added to major capitol improvement list.**
- .Friends of MPL**
 - Virgel Blaschke reported the Friend's book sale was a success, selling 6,000 books for total income of \$3323.16 of which \$110 were expenses. \$1000 of the proceeds to be donated to RI Foundation. The friends would like to extend the days of next years book sale to include 2 weekends. Robert to review next years schedule for the room and discuss with Virgel at later date. Food provided by Blue Plate Diner was an overwhelming success. The Friends would like to have a Board member to introduce Monday evening lectures at the library. Ed Wray volunteered for the first Monday evening.**

.IT Committee

- Holly Levine asked to be excused from committee, she has a conflict of interest with serving. John Grisham appointed Linda Bronaugh and John Grisham to the committee. Next meeting 6pm on Nov 8, 2005 at MPL library

. Evaluation Committee

- Beverley Murphy no activity

.Contract Negotiation Committee

-Peter Van Steeden reported during executive meeting.

.Program Committee

-Ed Wray no activity

Unfinished Business:

.Director instructed to put together an E-mail policy for Employees

.Adopt as amended to MPL's Standing Rules of Order

(1st Peter Van Stedeem, 2nd Mary Nunes)

(Approved John Grisham, Peter Van Steeden, Holly Levine, Beverley Murphy, Mary Nunes.

Ed Wray Abstained)

That all non routine correspondence (e.g.: information affecting policy of the MPL)

sent by board members and library director be copied to the 7 board members, library director, and Middletown town council liaison.

That all correspondence via e-mail or us mail being sent as a representative of the MPL contain title or position held immediately

following sender's signature.

.Discussed safety issues for MPL employees.

-Robert instructed to make sure that Aquidneck lock completes the installations that were part of the library renovations not completed to date.

-Board authorized Robert to look into possible enhanced security measures and communications between the Director's office, the Children's Room and the Circulation Desk and to do a cost analysis to carry out the safety measures.

New Business:

.Commendation to Evelyn Deleux to be sent by John Grisham on behalf of the Board for her many years of exemplary service to MPL

.Discussed need to put together an introductory packet for new Trustees, posting Board minutes on web and in library reference room, and reference book for meeting. Holly was instructed to keep MPL Board meeting minutes on file at the reference desk, where they may be freely accessed by the public. Robert to set up password for Holly, secretary, to upload minutes to Secretary of State website. Holly, secretary, instructed to put together an introductory packet CD with reference material. A copy of this CD shall be available upon request for citizens to review on library computers. The library shall maintain a hard copy of all data thereon for use by members of the Board.

.Executive session, Board to discuss contract and employee related matters, Virgel Blaischke left, doors closed session call to order at

6:40.-Exectuive session adjourned at 8:18 doors opened, returned to open meeting

Meeting adjourned at 8:20pm.

Minutes submitted by Secretary, Holly Levine