

## **Middletown Public Library**

**February 21, 2006 Board Meeting Minutes**

**6:00p.m. Library Conference Room**

### **Board Members:**

**Present: John Grisham, Peter Van Steeden, Holly Levine,  
Lynda Bronaugh (until 7:15), Beverley Murphy, Ed Wray**

**Absent: Mary Nunes**

**Quorum? Yes**

**Others Present: Robert Balliot (library director), Virgel Blaschke  
(friends rep), Steve Arendt**

### **Proceedings:**

- . Meeting called to order at 6 pm by Chair, John Grisham**
- . January 17, 2006 minutes approved**

### **Correspondence:**

- . Proposed change regarding RIPL distribution**
- . Quote from Toner Electric**
- . Quote from K-Log for sofas**
- . Quote from PSI-NESP for shelving**
- . Quote from RISE**
- . E-mail messages from Gerry Kempen, Ed Silveira, Anthony Pesare,  
Shawn Brown**

**Director's progress and financial reports on the library:**

**. Director's report**

**-Written report submitted. Robert Balliot orally reviewed information. Report accepted.**

**- Motion to approve purchase of shelving and coaches for Children's room with monies from Sacucci's, Friends of the Library and from the NewportFederal account unanimously approved.**

**- Director was asked to be update Governance webpage to include Town Council Liaison information**

**-VOIP/Phone system town was notified of Trustees opinion. No new developments to report.**

**. Financial report**

**-Written flash budget submitted and accepted**

**Committee reports:**

**. Children's room improvement committee**

**-No report**

**. Budget Committee**

**- John Grisham reported that they did not meet. They were waiting for numbers from Shawn Brown. Hoping to get them this coming week so that they can continue their work on the budget.**

**. Friends of MPL**

**-Virgel Blaschke reported that the children's note designing contest had 23 entries. The prize awards will be presented to the 2 first place winners and 2 additional winners on Thursday. The Friends will have an information table at the Business Expo on March 23. The Friend's annual meeting is coming up. Board is invited.**

**. IT Committee**

**- Lynda Bronaugh reported that the meetings time was changed to noon on a weekday making Robert the only person able to attend. Robert reported that the Synergy Stage is close to completion.**

**-At completion of Synergy stage Board will reevaluate the library's involvement.**

**(Lynda Bronaugh left meeting)**

**-Motion unanimously approved**

**To ask Town Administrator to make arrangements to take over the Electronic Filing Coordinators job and the town Web Master job. The Director will be available as a resource for a period not to exceed 90 days to help with this transition.**

**-Motion unanimously approved**

**Board is instructing Library Director to continue with the IT committee until the end of the Synergy phase in an advisory role upon request.**

**-Motion amended and unanimously approved**

**Board is instructing Library Director to continue with the IT committee until the end of the Synergy phase in an advisory role upon request. Library Board of Trustees will evaluate, upon the completion of the Synergy stage, it's involvement in the IT committee and will notify the town as appropriate.**

**. Evaluation Committee**

**- Beverley Murphy reported that she and Lynda have met twice and will have a report for the March meeting**

**. Contract Negotiation Committee**

**- Report received in executive session.**

**. Program Committee**

**- No report given**

**Unfinished Business:**

**.VOIP/Phone System Status Report was given by Robert. No action required.**

**. Update re Energy Audit/Climate Control System report was included in Directors report.**

**New Business:**

**. Discussion of ALA membership for Trustees. Decision was tabled until March meeting**

**. Proposed vending machine installation. Discussed possible vending machines in foyer. The proposal was tabled..**

**Executive session, Board to discuss contract and employee related matters, Steve Arendt and Virgel Blaschke left, door closed, session called to order at 7:55pm – Executive session adjourned at 8:19pm, doors opened, returned to open meeting.**

**Meeting adjourned at 8:20pm.**

**Minutes submitted by Secretary, Holly Levine**