

Middletown Public Library

February 20, 2007 Board Meeting Minutes

6:00p.m. Library Conference Room

Board Members:

Present: John Grisham, Peter Van Steeden, Holly Levine, Lynda Bronaugh,

Steve Arendt, Mary Ulrich Budlong,

Absent: Ed Wray

Quorum: Yes

Others Present: Barbara Camadeco, Virgel Blaschke

Proceedings:

. Meeting called to order at 6:10 pm by Chair, John Grisham

. Motion to accept minutes of January 16, 2007 as amended.

Unanimously approved

Correspondence:

- Alice P Mayer Foundation letter regarding donation of \$300.00.

Director's progress and financial reports on the library

. Written report submitted. Barbara Camadeco orally reviewed information.

- Motion to have the Director investigate the cost of re-keying building and resetting of alarm code. Director will report at next board meeting. Unanimously approved.

- Motion to authorize Director to take necessary steps between now and the date of service termination to secure email service. Unanimously approved.
- Motion to authorize Director to spend \$2750 on service call from Trane Engineering. Unanimously carried.
- Motion to accept Director's report as amended. Unanimously carried.

UPS System

- Written report submitted. Peter Van Steeden orally reviewed information. Peter Van Steeden will contact the building inspector and report back to Barbara C. with results.

. Financial report

- Written flash budget was reviewed.
- Holly Levine reported she has notified Finance Department of October 2006 motion to move \$4000 from overtime line item to pay for outstanding attorney's fees that was unanimously approved by the board. The changes are being made to line items.

Committee reports:

. Budget Committee

John Grisham reported that the grants and aid would probably be level funded. Amount should be available mid-March. Budget committee will have a presentation for the board at the next meeting.

. Director Search Committee

- Lynda Bronaugh reported that ads have been posted and we have already received 2 applications. Deadline for application on ads

posted is March 21, 2007.

Friends of the Library

- No report

. Personnel Policies Committee

- Motion to adopt Employee Handbook - Personnel Policies as amended. Unanimously approved.

. Children's Room Improvement Committee

- No report

. IT Committee

- Steve Arendt read minutes from IT meeting.

Unfinished Business:

. Update re Waiver Requests and Compliance with Standards

- Letter to Mr. Howard Boksenbaum has been sent stating Library's compliance.

. Discussion re possible Sunday hours

- Holly Levine reported that she met with the staff to gather their input. The staff had a number of recommendations not only for Sunday hours but regarding all hours of operation of the library. Holly Levine recommended a committee be formed to review all hours of operation of the library.

- Motion to authorize formation of committee to review library hours. Unanimously approved.

- John Grisham, chair, appointed Holly Levine as Chair and Lynda Bronaugh as members. He also authorized the addition of members

from the library staff, Friends and library patrons by the committee.

. Proposed Public Forum Rules

- Motion to adopt rules to “Request to Participate” as amended.**

Unanimously approved.

- Copies of “Request to Participate” will be available at Library’s desk and at board meetings**

New Business:

. Proposed new Personnel Policies

- See committee report**

. Discussion re Updating Job Descriptions

- See Director’s report**

. Proposed new Rules of Conduct, Exhibition and Display policy

- Motion to adopt Rules of Conduct as submitted. Unanimously approved.**

- Motion to adopt Exhibition and Display Policy as submitted.**

Unanimously approved.

Public presentation to, or discussion with the board

- . Virgel Blaschke gave board members a letter from Friends.**

- Motion to receive letter. Unanimously approved.**

Open Call by Chair Announcing Executive Session Pursuant to RIGL 42-46-2, 42-46-4, 42-46-5(a)(1) (personnel matters), 42-46-5(a)(2) (litigation) for the purpose of discussing personnel matters pertaining to Barbara Camadeco and litigation in connection with Open

Meetings Complaint.

Barbara Camadeco received written notification and requested that the executive session be held in closed session.

Motion to go into executive session. Unanimously carried.

Executive session, door closed, session called to order at 8:15 P.M. – Executive session adjourned at 9:05 pm, doors opened, returned to open meeting.

. Motion to approve January 16, 2007 executive session minutes as amended. Unanimously approved.

. Motion to seal January 16, 2007 executive session minutes. Unanimously approved

Announcements:

Next board meeting will be March 20, 2007

Motion to adjourn. Unanimously carried.

Meeting adjourned at 9:07 pm.

Minutes submitted by Secretary, Holly Levine