

Middletown Public Library

Board of Trustees Meeting

Tuesday, 18 December 2007

Middletown Public Library, 700 West Main Road

Minutes

Board Members:

Present: Holly Levine, Mary Ulrich-Budlong, Peter Van Steeden, John Grisham,

Steve Arendt, Virgel Blaschke, Joyce Morgenthaler

Absent:

Quorum? Yes

Others Present: Jim Knowlton, Noel Whitehurst, Patrick Crowley, Barbara Murphy, Evelyn LaDoux

Proceedings:

- . Meeting called to order at 6:15 pm by Chair, Holly Levine**
- . Motion to approve October minutes as amended. Passed**
- Motion: Van Steeden, Second: Grisham Unanimously Approved**

Correspondence:

. None

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Director's progress and financial reports on the library:

. Director's report

-Written report submitted. Jim Knowlton orally reviewed information.

- Sidewalks! Need backup plan when snow blower is down. Town plows roadway, we need to keep sidewalks free of snow
- Motion to accept Directors report as submitted. Report accepted.
Motion: Van Steeden, Second: Ulrich-Budlong Unanimously Approved

. Financial report

- Written flash budget submitted and accepted

Rules Suspension:

- Motion to amend the agenda to move public presentation to this time slot in support of Union Discussion

Motion: Blaschke, Second: Ulrich-Budlong Unanimously Approved

- Patrick Crowley addressed Trustees regarding a Union grievance to do with Sunday hours

Committee reports:

. Budget Committee

- Steve Arendt reported
- Met 27 Nov, mapped draft, starting projections. Awaiting town budget projections for electricity, fuel, healthcare, etc.
- Currently looking at level state funding (v/ earlier thoughts of reductions)

. Children's Room Improvement Committee

- Mary Ulrich-Budlong reported**
- Lighting discussion (locations)**
- Friend's donations**
- Puppet theater, toybox**
- Acoustic tile discussion –need to check regulations**
- Next meeting 17 JAN 2:00 pm**

. Director's Evaluation Committee

- John Grisham reported -none**

. Capital Improvement Committee

- John Grisham reported**
- Town has directions regarding cost breakdown for projects. (10k)**
- Improvement categories split between members:**

Grisham: Front door updates

Levine: Exterior trim and windows

Van Steeden: HVAC, Electric

. Friends of MPL

- Virgel Blaschke reported**
- Annual Meeting 9 MAR @ Mainstay Hotel**
- Bake Sale did great - \$474!**
- Will be turning the front alcove into a permanent bookstore starting January**
- Second Thursday of every month, Friend's on WADK 11 AM**

- Discussion: Voucher program for book sales @ Barnes and Noble, potential for 20% profits to Friends

. IT Committee

- Virgel Blaschke/Steve Arendt reported

- No quorum for meeting, ad-hoc discussions concerning collaboration with school IT group

- Town survey submitted to town for comment. Comments received

- Island-wide IT committee met

- There is a Town initiative to integrate all software functions to reduce complexity, provide more seamless operations

. Policy Review Committee

- Holly Levine reported: none

. Programs/Outreach Committee

- Virgel Blaschke reported

- Discussing uses of large meeting room, outreach to community

- Compiling list of non-profits to encourage room use

- Updating bulletin board to be more “consumer friendly”

Unfinished Business:

Capital Improvements discussion

- Children’s room (previous discussion)

- Front door- technically meets ADA requirements currently (only

need door to have light pressure to open, but vacuum can make second set of doors difficult to open in this manner

- HVAC and Electric (RISE recommended duct cleaner)

- Building envelope and roof –Director looking for roofing contractors to review

New Business:

none

Executive Session:

Motion to enter Executive Session

Motion: Grisham, Second: Ulrich-Budlong Unanimously Approved

Return from Executive Session

Motion to seal minutes

Motion: Arendt, Second: Morgenthaler Unanimously Approved

Announcements:

. Next board meeting will be 15 January 6:00 pm

. Motion to adjourn. Unanimously Approved

Meeting adjourned at 8:22 pm.

Minutes submitted by Secretary, Peter Van Steeden