

Middletown Public Library

Board of Trustees Meeting

Tuesday, 15 January, 2008

Middletown Public Library, 700 West Main Road

Minutes

Board Members:

Present: Holly Levine, Peter Van Steeden,

Steve Arendt, Virgel Blaschke, Joyce Morgenthaler

Absent: Mary Ulrich-Budlong, John Grisham (John arrived later in the evening)

Quorum? Yes

Others Present: Jim Knowlton

Proceedings:

. Meeting called to order at 6:03 pm by Chair, Holly Levine

. Motion to approve December minutes as amended

Motion: Arendt, Second: Van Steeden, Unanimously Approved

Correspondence:

**. Letter from Atty Kinder regarding response to Union grievance:
Sunday Working Hours**

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Director's progress and financial reports on the library:

. Director's report

-Written report submitted. Jim Knowlton orally reviewed information.

- Discussed response from vendors regarding HVAC issues
- Motion to allow Director to sign 1 yr contract for HVAC services on Trustee's behalf

Motion: Blaschke, Second: Arendt, Unanimously Approved

- Motion to accept Directors report as submitted.

Motion: Arendt, Second: Blaschke, Unanimously Approved

. Financial report

- Flash report not available from Town Hall in time for meeting

Committee reports:

. Budget Committee

- Steve Arendt reported
- Almost complete (majority inputs in from town. Draft to be available prior to February meeting)

. Children's Room Improvement Committee

- Morgenthaler/Blaschke reported
- Acoustic tile: ideas/options being reviewed
- Coat rack
- Posters of famous artists
- Bulk storage area and ideas being considered (like milk crates, etc.)

. Director's Evaluation Committee

- John Grisham reported -none

. Capital Improvement Committee

- John Grisham reported

- Discussed ductwork cleaning and condition review

-Motion to authorize Director to contract ductwork work, total contract price under \$3,000

Motion: Arendt, Second: Van Steeden, Unanimously Approved

Roof Discussion. Director had several vendors review, some relatively minor work is needed.

-Motion to authorize Director to contract roof work, total contract price under \$3,000

Motion: Levine, Second: Blaschke, Unanimously Approved

Goal of Committee to have draft of needs to Town Hall asap

. Friends of MPL

- Virgel Blaschke reported

- Annual Meeting 9 MAR @ Mainstay Hotel

- Discussed book store in front lobby, children's room

- Gift wrapping @ Barnes and Noble raised ~\$150

- Donation from Charles Schwab of ~\$300

- Rhode Island Center for Books Selection: Water for Elephants

-Monday afternoon discussion group to be set up

. 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: Library Hours**

. Programs/Outreach Committee

- Virgel Blaschke reported**
- Updating bulletin board location to be more “consumer friendly”**

Unfinished Business:

Library Hours

- Need to update personnel handbook to reflect proper winter hours
Monday, Thursday: 9:30 – 8:00pm; Friday, Saturday: 9:30 – 5:00pm;
Sunday: 1:00 – 5:00pm**
- Motion to update handbook as defined
Motion: Levine, Second: Blaschke, Unanimously Approved**
- Summer hour discussion- to have summer hours same as winter hours except not to include Sundays**

-Motion to update summer hours as defined

Motion: Levine, Second: Morgenthaler, Unanimously Approved

New Business:

none

Public Presentation:

none

Executive Session:

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) (collective bargaining and/or litigation)

Executive session, door closed, session called to order at 6:55pm, Executive session adjourned at 7:16 pm, doors opened, returned to open meeting.

Motion to enter Executive Session 6:55pm

Motion: Grisham, Second: Ulrich-Budlong Unanimously Approved

Return from Executive Session 7:16pm

Motion to seal minutes

Motion: Grisham, Second: Blaschke Unanimously Approved

Announcements:

. Next board meeting will be 19 February 6:00 pm

. Motion to adjourn.

Motion: Blaschke, Second: Arendt Unanimously Approved

Meeting adjourned at 7:17 pm.

Minutes submitted by Secretary, Peter Van Steeden