

**Middletown Public Library Board of Trustees**

**Minutes of Meeting – August 19, 2014**

**Middletown Public Library**

**700 West Main Road**

**Middletown, Rhode Island**

**Members Present: Steve Arendt, Chair; Ellrony Williams; Ernie Gibbons; Lucie-Anne Dionne-Thomas; Sally Gauch; Susan Hester**

**Others Present: Theresa Coish, Library Director; Sue Connor; Barbara VonVillas, Town Council liaison to the library.**

**Member Absent: None**

**Others Absent: Candise Prewitt**

**--Meeting called to order at 7:14 P.M. by Steve Arendt, Chair.**

**Disposition of Minutes:**

**--Minutes of July 15, 2014 meeting reviewed. Motion to accept: Hester Second: Gibbons. Unanimously carried.**

**Enter executive session 7:15 p.m. Reconvened regular session 7:30 p.m.**

**Motion to seal minutes of executive session: Hester Second:  
Williams**

**Unanimously carried**

**Correspondence received: AARP sent thanks for use of library to do taxes for 551 filers. AARP also appreciated use of the library for fall training and look forward to using it again in the fall of 2014. MLK Center's Marilyn Warren thanked the library for 142 lbs. of non-perishable food items for Feed a Friend food pantry.**

**Director's progress and financial reports on the library: Theresa Coish orally reviewed information provided in her Director's Report. She added mention of ice cream party related to the culmination of Children's Program. Teen reading program involved 11 teens and only 5 wrote a review. There were also 34 folks who were in same age group who submitted reviews but did not formally sign up for program. Free passes for a variety of events were offered from Office of Library and Information Services and also tickets to PawSox. Planning is ongoing for fall and winter programs and expecting positive results. Painting classes will continue. Fewer card holders but Ocean State is purging the system.**

**Overdrive Digital Book Mobile travels around country and promotes use of this media. It is coming to RI and will be in Cumberland on September 26, 2014 and in Middletown on October 2, 2014 all day.**

**Libraries were selected based on their support of Ezone. Barrington and Coventry are 2 others of the top 4. In order to participate, Theresa had to indicate that the size of parking lot could accommodate size of book mobile, that she could dedicate 2 staff members for duration to assist on the day of the visit, and that the library would promote the visit.**

**Shirley Fisher will be working part-time, 20 hours a week, as a library assistant at circulation desk.**

**Theresa had a meeting and obtained the staff's thoughts of library going forward. New positions, new job descriptions would be entailed in some of these suggestions.**

**Suggestions included:**

- Having a second page to reshelv books; currently one person works as page 19 hours per week; second page proposed for 12 to 15 hours a week. Person selected could also help with programs. Would consider having the position filled by a high school student.**
- Creating a 20 hour position to assist circulation supervisor; this would be very helpful when a patron wants to discuss something that cannot be resolved at the desk; this would avoid holding up whatever might be on-going at the circulation desk; such an assistant could also count money received for fees. Bottom line: assistant position would keep everything flowing.**
- Exploring wireless printing and vendors that would provide such a service.**

- **20 hour professional children's librarian assistant would help with the programming and book ordering in the children's section.**

**Shawn Brown met with Theresa and Steve and Shawn indicated the town is ready and willing to think about new library and examine what a new library would look like. A 5 year plan group is expected to begin meeting this fall. Steve would like a volunteer to chair this group as John Grisham, a former member of the library board, chaired 2 prior 5 year plan committees.**

**Motion to accept Director's Report: Gauch Second: Dionne-Thomas. Unanimously carried.**

**It was announced that the board voted in Executive Session to increase Library Director Theresa Coish's salary by 1.5% effective on her anniversary date, i.e. Aug. 19, 2014.**

**Committee reports:**

**--Budget Committee: No report**

**--Contract Negotiations: No report.**

**--Director's Evaluation: No report.**

**--Friends Liaison: Theresa indicated Friends' next meeting will be on**

**August 20th and the group may have their letter of agreement under old business. The letter of agreement is under review per meeting Steve and Theresa had with Shawn Brown, Town Administrator. Shawn will discuss the matter further with the Town Solicitor.**

**--Policy Review: No report.**

**Appointments to the board will be made at the September 2, 2014 Town Council meeting.**

**As noted earlier, 5 year/long term plan committee will need to be formed in the fall. If constituted as it was formerly, there would be a total of 8 committee members including representatives of the library board, the staff, and patrons. The 5 year plan committee will review and assess current plan, write new goals, hold a public forum, and conduct a survey online and in hard copy. Anticipate the need for the committee to start meeting in January of 2015.**

**Unfinished Business: Shawn discussed with solicitor the liability issue that concerned the Friends. The solicitor felt the matter had no legal import and wondered why it was needed. Friends seemed to want the coverage as protection for injury. By being 501(c)(3) organization, the Friends do not fall under town coverage. As noted above, with Shawn understanding the matter better, he will have follow-up discussions with the town solicitor.**

**New Business: Discussion of draft organizational chart bulleted above as part of Director's Report.**

**Public presentation to or discussion with the Board: None**

**Announcements:**

**--The next regularly scheduled Board meeting will take place on Tuesday, September 16, 2014 at 6:00 P.M., at the Library.**

**--Motion to adjourn: Dionne-Thomas                      Second: Hester**

**Unanimously carried**

**Meeting adjourned at 8:55 P.M.**

**Respectfully submitted,**

***/s/***

**Lucie-Anne Dionne-Thomas**

**Secretary**