

Middletown Public Library Board of Trustees

Minutes of Meeting – May 19, 2015

Middletown Public Library

700 West Main Road

Middletown, Rhode Island

Members Present: Steve Arendt, Chair; Ernest Gibbons; Lucie-Anne Dionne-Thomas; Susan Hester; Sally Gauch; Ellrony Williams; and Christine Bagley

Other(s) Present: Theresa Coish, Library Director; Sue Connor; Candise Prewitt; Barbara VonVillas, Town Council liaison to the library

Member Absent: None

Other(s) Absent: None

--Meeting called to order at 6:00 p.m. by Steve Arendt, Chair.

Disposition of Minutes:

--Minutes of April 21, 2015 meeting were reviewed. Motion to accept: Hester Second: Gibbons. Unanimously carried.

Enter executive session; return to open session at 7:10 p.m.

In executive session, a motion was made and carried to approve a settlement agreement and release as amended related to the John Hancock pension plan and to authorize board chair to execute the document on behalf of the board.

In executive session a motion was made and carried to revise job summary related to the following positions: Library Assistant (L-4), Circulation Supervisor (L-8) and Library Assistant. The union will be given an opportunity to review and comment on the revisions.

Motion to seal minutes of Executive Session: Gauch Second: Dionne-Thomas. Unanimously carried.

Correspondence received: Theresa received a phone call from a Middletown resident who wanted to know why food was sent to Newport and not Middletown. Theresa explained to the caller that MLK Center also services Middletown as a Food Bank. Theresa invited the caller to send a letter to the attention of the library board of trustees. There was no written correspondence received.

Director's progress and financial reports on the library: Theresa Coish orally reviewed information provided in her Director's Report.

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

Committee reports:

--Budget Committee: Budget presented on April 20th to the Town Council. By June, full approval of the budget as presented is expected. The Town Council expressed appreciation for the director and her staff.

--Contract Negotiations: No report. Focus at the moment is to insure all necessary paperwork is signed. Hopefully by the June meeting, a completed contract document will be available for signing by the board.

--Director's Evaluation: Staff provided information on the evaluation device; results have been received and collated. Theresa has completed her self-evaluation. The committee will be meeting with Theresa before processing a draft evaluation for presentation to the board.

--Friends Liaison: Next meeting is scheduled for May 20, 2015 and is expected to be routine.

--Long Range Planning: group has met twice on 2 Mondays; looked over completed survey and the group divided itself into 4 sub-committees: collection development, physical plant, outreach, and staff development. Know that technology needs to be part of the

plan and applies to each of the sub-committees. It was noted that there is some likelihood that in five years the library, while being in the same area, will be situated in a different building.

--Policy Review: No report. The committee needs an additional member.

Unfinished Business: Town Solicitor's decision regarding letter of agreement for use of building space for Friends Bookstore is still pending.

New Business: Estimate for duct work cleaning is \$4,057.00. When cleaning is scheduled, the building will have to be closed for 2 days. Closing appears more economical than paying overtime to work outside library hours. As to expenditures, priority will be given to duct work and balance will go towards the unfunded liability. The goal is to complete duct work cleaning before summer reading program begins. It would be ideal to have duct work cleaning finished before June 30, 2015.

Public presentation to or discussion with the Board: None.

Sue Connor, a Union co-president, had no additional information. She and Theresa jointly noted that plans are in the works for a retirement party for Ann Marie on Friday, June 5, 2015 after library closes at 5.

Announcements:

--The next regularly scheduled Board meeting will take place on Tuesday, June 16, 2015 at 6:00 p.m. at the Library.

--Motion to adjourn: Bagley. Second: Dionne-Thomas. Unanimously carried

Meeting adjourned at 7:55 p.m.

Respectfully submitted,

/s/

Lucie-Anne Dionne-Thomas

Secretary