

**Middletown Public Library Board of Trustees**

**Minutes of Meeting – June 21, 2016**

**Middletown Public Library**

**700 West Main Road**

**Middletown, Rhode Island**

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

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

**Members Absent: Ernie Gibbons**

**Other(s) Absent: Candise Pruitt**

**--Meeting called to order at 6:02 p.m. by Steve Arendt, Chair.**

**Motion to alter order of agenda items: Hester. Second: Gauch  
Unanimously carried.**

**Lois Murray from Friends came in to discuss MOU of Library and Friends.**

**Motion to approve MOU between Middletown Library and Friends of**

**the Middletown Library as presented and discussed: Gauch Second: Williams Unanimously carried.**

**Disposition of Minutes:**

**--Minutes of April 19, 2016 meeting were reviewed. (There was no meeting in May.)**

**Motion to accept minutes of April 19, 2016 meeting: Gauch. Second: Williams. Unanimously carried.**

**Motion to go into Executive session: Dionne-Thomas. Second: Hester. Unanimously carried.**

**Return to regular session: 7:21 p.m.**

**Motion to seal minutes of executive session: Gauch. Second: Williams. Unanimously carried.**

**Correspondence received: A thank you email for holding Lois Vaughn concert at the library; thank you from Elizabeth McDowell for permit to use the conference room; handwritten letter from Debra McQuade lodging a complaint involving alleged privacy violations and cruel treatment with regard to her human rights as well as discrimination because of her 2 hour limit on public computers; she claimed in the**

**letter since she suffers from mental differences and disabilities and needs more time as a reasonable accommodation. Theresa added that she verbally told Ms. McQuade that if Ms. McQuade brings in a note from her health care professional, she will do her best to address the matter further.**

**Motion to accept correspondence: Gauch. Second: Williams. Unanimously carried.**

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

**Need iPad loan policy; new iPads available through the Friends to be loaned out. There are 3 for loaning and a 4th for staff training. There is also a need to complete tween/teen policy for use of the library. The policy will need to address potential behavior issues and the need for parents/guardians to provide contact information if minor comes alone to attend programs.**

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

**Committee reports:**

**--Budget Committee: None**

**--Director's Evaluation: Completed; reported out**

**--Friends Liaison: MOU addressed above.**

**--Policy Review: Ongoing; no report.**

**Unfinished Business: See Friends Liaison entry above.**

**New Business: Candise Prewitt's leave of absence request; unpaid leave status starting on July 5 and return Jan 2nd; single plan health for 2 months while not paid; has 30 days to decide what health plan she wants to be on after the 30 day period.**

**Motion to approve Candise's unpaid leave from July 5, 2016 to Jan. 2, 2017: Dionne-Thomas. Second: Bagley Unanimously carried.**

**Action on cleaning services: Presentation and discussion of evaluation of TNT, a lower cost contractor, that has proposed to perform cleaning services for the town. It appeared there were reliability issues with TNT. The Town has chosen not to use TNT. Recommendation that Theresa speak to Shawn Brown and the manager of cleaning services for the school department to see if cleaning services for the library could be provided by the entity performing those services for the school department using part-time employees. Discussions will continue at the July meeting as needed.**

**Motion to accept Tech plan 2017-2019 as presented and discussed:  
Dionne-Thomas Second: Hester. Unanimously carried.  
Public presentation to or discussion with the Board: None.**

**Announcements:**

**--The next regularly scheduled Board meeting will take place on  
Tuesday, July 19, 2016 at 6:00 P.M. at the Library.**

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

**Meeting adjourned at 9:14 P.M.**

**Respectfully submitted,**

**/s/**

**Lucie-Anne Dionne-Thomas**

**Secretary**