

**Middletown Public Library Board of Trustees**

**Minutes of Meeting – September 19, 2017**

**Middletown Public Library**

**700 West Main Road**

**Middletown, Rhode Island**

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

**Other(s) Present: Theresa Coish, Library Director; Candise Prewitt; Barbara Von Villas, Town Council liaison to the library**

**Members Absent: Ellrony Williams**

**Others Absent: Candise Prewitt**

**--Meeting called to order at 6:05 p.m. by Steve Arendt, Chair.**

**Enter executive session; return to open session at 7:16 p.m.**

**During executive session, action was taken on proposed revisions to Section III and I of the Middletown Library Employee Handbook and revision to the Circulation Supervisor Position Description.**

**Motion to seal the minutes of the executive session: Gauch. Second:**

**Hester. Unanimously carried.**

**Disposition of Minutes:**

**Motion to accept minutes of August 15, 2017 meeting: Gauch  
Second: Williams. Unanimously carried.**

**Correspondence received: AARP Tax-Aide letter dated June 17, 2017 showed amount of tax returns accepted between 2012-2017. The letter also announced tax preparation training for the upcoming year and asked Theresa to post AARP's interest in obtaining new tax preparers.**

**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: Hester. Unanimously carried.**

**Committee reports:**

**--Budget Committee: None.**

**--Director's Evaluation: None.**

**--Friends Liaison: Book Sale is ongoing.**

**--Policy Review: In executive session, proposed revisions to Section I & III of the Middletown Library Employee Handbook were reviewed and discussed.**

**Unfinished Business: Matter involving Dr. Jones is ongoing.**

**New Business: Election of Officers: Nominations: Steve Arendt as Chair; Sally Gauch as Vice Chair; and Lucie-Anne Dionne-Thomas as secretary. Motion to accept these officers for 2017-2019: Hester. Second: Gibbons. Unanimously carried.**

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

**Announcements:**

**--The next regularly scheduled Board meeting will take place on Tuesday, October 17, 2017 at 6:00 P.M. at the Library.**

**Motion to Adjourn: Gibbons. Second: Dionne-Thomas. Unanimously carried.**

**Meeting adjourned at 8:14 P.M.**

**Respectfully submitted,**

**/s/**

**Lucie-Anne Dionne-Thomas**

**Secretary**