

Middletown Public Library Board of Trustees

Minutes of Meeting – December 19, 2017

Middletown Public Library

700 West Main Road

Middletown, Rhode Island

**Members Present: Steve Arendt, Chair; Susan Hester; Sally Gauch;
and Ellrony Williams**

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

Members Absent: Lucie-Anne Dionne-Thomas; Ernest Gibbons

Others Absent: None

--Meeting called to order at 6:01 p.m. by Steve Arendt, Chair.

Disposition of Minutes:

**Motion to accept minutes of October 17, 2017 meeting: Gauch.
Second: Williams. Unanimously carried.**

Welcome to Ms. Kristen Green, Circulation Supervisor

Ms. Coish introduced Ms. Green with mention of background interests such as being a native Rhode Islander and an author of a book on gardening. The Board congratulated Ms. Green on her selection and wished her well as she began her position as a department head.

Correspondence received: 1) Christmas card signed by library staff; 2) email regarding sound level in the library; and 3) letter from union leadership regarding change in bi-weekly deduction of union dues effective July 1, 2017.

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: Gauch. Second: Hester. Unanimously carried.

Committee reports:

--Budget Committee: The Budget Committee presented recommended amounts for the library determined line items in the proposed FY19 operating budget. Also conveyed were proposed capital improvement plans that were submitted to the town and estimates of revenue line items. The Grossman check amount was announced at \$12,798, up from \$12,386 received a year ago. Placement of the

Grossman funds in a special fund is under consideration. The line items determined by the town are expected for review at either the January or February Board meetings. The Board's vote on the FY19 budget will likely occur at the February Board meeting. Announcement of the state grant-in-aid will likely occur in mid-March.

--Director's Evaluation: None.

--Friends Liaison: March 2, 2018 annual meeting of the Friends will be held at Mainstay. Sadly, Ms Joanne Surgeon, a significant contributor to the Friends leadership and programs passed away. She authored the newsletter for the Friends. She will be greatly missed.

--Policy Review: Motion to amend Employee Policy Handbook re: fragrance-free work environment. Williams. Second: Hester. Unanimously carried.

Unfinished Business:

Proposal from Dr. William Jones. The Memorial Committee reported out at the December 4, 2017 Town Council. The scope of the proposal was beyond the capability of the memorial committee to render a position. The Town Council referred the proposal to the Town Solicitor for review and opinion regarding the best interests of the town.

Messenger System's Price Quotation. Expenditure of \$1,700 for the planned wireless security system will come from existing line items in the FY18 Budget.

New Business:

Review and discussion of the FY19 operating budget and FY19 CIP budget request occurred during the Budget Committee report.

2018 calendar year monthly meeting dates will be posted; meetings will be scheduled for the third Tuesday of each month.

Public presentation to or discussion with the Board: None

Announcements:

-- Steve Arendt conveyed his potential resignation from the board by late spring or early summer.

-- The next regularly scheduled Board meeting will take place on Tuesday, January 16, 2018 at 6:00 P.M. at the Library.

Motion to Adjourn: Gauch. Second: Williams. Unanimously carried.

Meeting adjourned at 7:43 P.M.

Respectfully submitted,

/s/

Steve Arendt

Acting Secretary