

Middletown Public Library Board of Trustees

Minutes of Meeting – February 20, 2018

Middletown Public Library

700 West Main Road

Middletown, Rhode Island

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

Other(s) Present: Theresa Coish, Library Director; Candise Prewitt

Members Absent: None

Others Absent: Barbara Von Villas, Town Council liaison to the library; Sue Connor

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

Steve welcomed the library's new board member, Mark Nuytkens.

Disposition of Minutes:

Motion to accept minutes of January 16, 2018 meeting: Hester.

Second: Williams. Unanimously carried.

Correspondence received:

--Candise Prewitt wrote regarding her upcoming unpaid maternity leave starting April 18, 2018 and returning April 18, 2019.

--MLK Center sent 4 letters of thanks dated Nov. 20, 2017, Dec. 12, 2017, Jan 22, 2018 and Feb. 2, 2018 for a total of 982 lbs. of non-perishable food.

--Gina Brown of Naval War College provided positive feedback about the new library website design.

--Paul LaCroix of the Newport Havurah wrote that his group appreciated use of a library room for watching one film that forms part of a Jewish film series and donated \$100 to the library.

Motion to accept correspondence: Gibbons. Second: Gauch. Unanimously carried.

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

Library Director discussed revisions to iPad Loan Policy for in house use; creation of a lost and found policy; circulation policy amendment; collection development policy amendment; and surplus property policy. All were part of her printed report that had been circulated prior to the meeting.

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

Unanimously carried.

Motion to accept policy recommendations as delineated in Director's Report. Williams. Second: Hester. Unanimously carried.

Committee reports:

--Budget Committee: Budget committee has not as yet received intended amounts for line items from town officials. By the March, 2018 board meeting, this information should be available and will be shared and recommendations and amendment for 2019 budget will be presented.

--Director's Evaluation: No updates; Sally Gauch, chair of the committee, indicated the group will become active and work with the director to establish goals.

--Friends Liaison: March 2, 2018 annual meeting of the Friends will be held at Mainstay at 6 p.m. Next monthly meeting of the Friends will be held February 21, 2018. Friends group is happy with new recycling company/arrangement.

--Policy Review: See recommendations related to policy revision and creation discussed above.

Unfinished Business: None.

New Business: See above entries regarding revision and creation of policies.

Public presentation to or discussion with the Board: None

Announcements:

-- The next regularly scheduled Board meeting will take place on Tuesday, March 20, 2018 at 6:00 P.M. at the Library.

--Celtic Music program March 16, 2018 at 2 p.m. will include Irish Step dance instruction and music.

Motion to Adjourn: Nuykens. Second: Dionne-Thomas. Unanimously carried.

Meeting adjourned at 7:54 P.M.

Respectfully submitted,

/s/

Lucie-Anne Dionne-Thomas

Secretary