

Middletown Public Library Board of Trustees

Minutes of Meeting – April 17, 2018

Middletown Public Library

700 West Main Road

Middletown, Rhode Island

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

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

Members Absent: Ernest Gibbons

Others Absent: Candise Prewitt who is on maternity leave.

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

Disposition of Minutes:

Motion to accept minutes of March 20, 2018 meeting: Gauch.

Second: Hester. Unanimously carried.

Correspondence received:

--Letter from Heather Huggins to Theresa requesting full to part time reference position. She will be applying for part-time position when a vacancy exists. Research needs to be done to assess impact on staff and address union considerations.

Motion to accept correspondence: Dionne-Thomas. Second: Hester. Unanimously carried.

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

Motion to allow Theresa to compensate employees for software irregularities which fractionally reduced employees' pay for Sunday employment. Dionne-Thomas. Second: Williams. Unanimously carried.

Theresa will take vacation time in May and June after next May meeting and before June board meeting.

Motion to accept/approve Director's Report: Gauch. Second: Williams. Unanimously carried.

Committee reports:

--Budget Committee: Steve Arendt and Theresa Coish reported out to council last evening, April 16, 2018, at the Town Council meeting

regarding the Proposed FY-19 Library Budget.

--Director's Evaluation: No report.

--Friends: Next meeting April 18, 2018.

--Policy Review: No report.

Unfinished Business: See budget proposal discussion above.

New Business: FY18 operating budget surplus projection: Theresa projected ~\$28,500 as surplus. It is conservative and only considers line items board oversees. Amount will go down as Theresa meets other needs.

**Motion to allow library director to spend the surplus funds on urgencies and the remainder on unfunded pension liabilities. Arendt.
Second: Gauch. Unanimously carried.**

Public presentation to or discussion with the Board: None

Announcements:

-- The next regularly scheduled Board meeting will take place on Tuesday, May 15, 2018 at 6:00 p.m. at the Library.

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

Meeting adjourned at 7:41 p.m.

Respectfully submitted,

/s/

Lucie-Anne Dionne-Thomas

Secretary