

# Library Trustee Meeting Minutes

## September 27, 2017

**Call to order:** 7:03 PM

**Present:** Michelle Thomas, John Mickola, Roberta Flashman, Claire Lavin, Anne Manney, Dwight Horan, Bill Pineda, Angela Jack, Mary Murtland, Director.

**Secretary's report:** Approved

**Treasurer/Scholarship Report:** No report

Anne sent thank you note for donation to Esther Peterson. Her daughter Linda said she would be sending a donation and would like it to be used for gardening books.

**Bills Payable:** An old 2015 bill from WB Mason didn't get paid. Mary has to talk to Town Accountant to get it resolved. Accepted.

**Director's report:** The new furnace vent piping does not fit in the chimney. New plan is to vent it out one of the basement windows. Need to get ok from Historical District Commission.

Mary needs figures from Friends and she's not getting a response to her requests. Mary asked Dwight to send an email to applicants of scholarships letting them know their application has been received. People come into the library and ask her if it's been received because they're unsure. Dwight also sends reminders in December to send in proofs.

Mary needs a new chair.

All public access computers are up and running. Dwight brought in 4 extra computers. There are several empty lap-top cases that we'll sell at the Pumpkin Festival. Accepted.

**Survey:** We discussed ideas for questions on the survey. Satisfied with hours? Size of collection? Condition of building, customer service, etc. We can ask schools to email to parents in order to help distribution.

**Motion:** To conduct a survey and move forward. Approved.

**Friends Update:** Angela went to the meeting on Sept. 9<sup>th</sup>. Only 4 people in attendance. Many people didn't know about it. All music for Pumpkin Festival was donated. 40 tables for crafters. There will be no holiday open house at the library as they've decided to combine craft fair and holiday open house at the school instead. There is a meeting in Chicopee in October called "Friends sharing with Friends" for trustees and Friends' members. Angela is going to attend with Kim, the Friends' president.

We went downstairs to view the plan for rerouting the heating system's vent pipe. **Motion:** to follow the recommendation of the heating installer. Approved.

**Annual Review:** Michelle sent survey to staff and only got one response.

We discussed how to present results to Mary.

**Motion:** To give survey evaluation results to Mary to look over and digest, then come back to us with ideas for improvements by next meeting. Approved.

We should be looking at results and coming up with action items also.

Adjourn: 8:33