

Barrington Public Library  
Board of Library Trustees Meeting  
December 18, 2018  
Draft meeting minutes

Present: Trustees: Lindsey Maziarz, Lydia Cupp, Robert Drew, Traci Bisson, Sam Boduch, Bridget Rounds (alternate Trustee voting), Karolina Bodner ( alternate Trustee), Susan Frankel, and George Bailey (Select Board representative), Melissa Huette ( Library Director), Ron St. Jean (guest and town moderator), and Tara Fulton (guest)

Absent: Leigh Elliott

The meeting was called to order at 6:03

The public meeting minutes from the 11/27/18 meeting were approved, as corrected, in a motion by Sam and seconded by Robert ( Susan abstained as she was not in attendance at the last meeting) and passed on a voice vote.

Donations of \$67.00 were accepted in a motion by Sam, and seconded by Lydia, and passed on a voice vote.

Public Comment:

1. George Bailey gave an update on the Monday select board meeting. The board had approved the engagement letter and fees related to this for the proposed new library building.
2. Ron St. Jean discussed the annual candidate forum. He reviewed the history of this event and how the Trustees have sponsored the event. Ron shared he hoped this would continue. Tentatively the meeting will be held February 21<sup>st</sup> in the evening in the multipurpose room at the Middle School. He is looking into having the event recorded. Suggestions were made for a sponsor or High School students to record the event. Lindsey volunteered to be the Trustee working with Ron to set up the event. Ron also discussed the Meet and Greet with candidates annual event which has been held at the library. Tentatively March 9<sup>th</sup> from 12:30 to 2:30 was discussed as a date for this event. Sam made a motion for both events to be sponsored by the Trustees, Susan seconded, and the motion carried by voice vote. Ron St. Jean then excused himself from the meeting.

Treasurer's report: Susan sent out the report by email and she presented the report. Robert made a motion to accept the Treasurer's report, and Lindsey seconded, motion passed on a voice vote. Susan reminded all that invoices need to be paid by the end of the year.

BPL Project (New Library) Update: The warrant article and bond request has been submitted for \$3,992,641.00.

Traci Bisson gave an update on the Foundation. The Foundation has to date raised over \$432,000.00. The Foundation is in the community phase and continues to seek donations from both individuals and businesses. A number of fundraising events are planned including the Village Barn donating 10% of hat sales during the month of January, and 1/5/19 Monarch's game fundraiser. Please check the Foundation's website for other upcoming fundraising events. The Foundation is also seeking in-kind donations for the building project. The GBBC after hours event was very successful with many in attendance including the construction manager, local contractors, and Senator Waters. A Facebook

video series is being worked on by Traci and Leigh. Traci will update the Trustees on this at our next meeting. The focus will be answering questions the Town may have on the new Library project.

Friends Update: Lydia reviewed concerns of the Friends having to purchase liability insurance to have events at the library. The new president of the Friends, Cindy Cafasso has been in contact with John Scruton, Town Manager, about this issue. The information shared seems to indicate if an event is sponsored by the Trustees and a Trustee is present at the event that liability insurance would not be required. The Trustees discussed co-sponsoring events with Friends, developing a memorandum of understanding between the Trustees and Friends, and having Susan Frankel attend the next Friends meeting to discuss the issue further. Robert also discussed looking into costs for liability insurance for the Friends. The issue will continue to be discussed as the next fundraising event in not until March.

#### Director's Report:

1. Melissa shared library statistics.
  - 29 new patrons
  - 2,776 patrons came in
  - 4,473 items checked out
  - 792 Overdrive audiobooks and Ebooks used
  - 164 Hoopla users (TV, movies, books, audiobooks)
2. Free Narcan for Libraries brought up last month was discussed. Melissa checked with the Barrington Police and Fire Chiefs for their thoughts on the issue. She reported that the Chiefs have not seen this as an issue in Barrington at this time. They also brought up the concern that training is needed for those administering Narcan. When Melissa checked with her staff there were concerns voiced on having to do this. At this time if there is an issue the local emergency services will be called.
3. The HeartStart AED in the library is under a safety recall. The current AED is functional. A new one because of the recall would be at a reduced rate of \$475.00. A new AED machine would cost approximately \$1,275.00 on Amazon. Update : Robert will continue to look into getting a new one donated.
4. Gifts for volunteers at the library were purchased and given out. Maple syrup in the shape of maple leaves and a pancake mix from Stonewall Kitchen were the items given.
5. Technology Fund Request- Melissa will purchase the items once she receives the approved meeting minutes. She will check with the Trustees of the Trust Fund for the correct procedure on how to get reimbursement.
6. Personal hygiene concerns brought up at the November meeting will be reviewed and discussed at our January meeting.
7. Power Outage policy- Melissa shared she has checked on other Library's policies through List Serv. Many different policies are in place at various libraries. Susan Frankel and Melissa will look at the Library's current policy and update it. They will present the policy at our next meeting in January.
8. The Trustees thanked Traci and her husband for hosting the annual holiday party.

9. The Library Director's annual review committee was discussed. The committee will consist of Sam, Susan, and Bridget. The committee will bring a draft of their report to the February Trustees meeting. The committee members on the Library Director's annual review were approved in a motion made by Lindsey, seconded by Traci and approved by a voice vote.

New Business:

-Discussion on adding to existing Library privacy policy in regard to public photos being taken and during large events at the library and then shared on social media. There was a discussion on this and a decision was made to look at the current policy and developing a new policy with the goal to have a draft policy for our February meeting.

-Discussion on jury duty for hourly employees. This discussion was brought up as one of the current part time employees currently has jury duty. The Town currently does not have a policy in regard to hourly employees and jury duty. The Trustees discussed different ideas and solutions. The library has the right to have a different policy than the Town. Melissa will check on policies of other libraries through ListServ. We will look into developing a policy on this by our March meeting.

-Discussion on the use of the library bulletin board and what postings are allowed. The current policy is non-profits only. Traci had asked about having her dog walking poster posted and as her business is noted on the flyer the Trustees declined her request. The policy will be reviewed in the future.

The meeting was adjourned at 7:55 by a motion made by Traci and seconded by Susan and passed on a voice vote. The next meeting will be January 15 at 6:00 at the library.

Notes taken by Lydia Cupp Secretary

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