

MAXFIELD PUBLIC LIBRARY TRUSTEES' MEETING

MINUTES of December 5, 2016

Molly Ashland called the meeting to order at 5:00 PM, seconded by Carrie James.

In Attendance: Trustees Molly Ashland, Alice Tuson, Carrie James, Alternate Herb Huckins, Dianne Miller; Library Director Deborah Gadwah-Lambert

Acceptance of minutes: The Trustees reviewed the minutes from the November and September meetings. Molly moved to accept as proposed; seconded by Alice. All were in favor.

The trustees reviewed the Director's Report, which consisted of the following:

The Budget has been adjusted to reflect the pay increases for Fran and Cheryl for completion of the Paraprofessional Program. Each Level of the program will net a 1% pay increase.

Deborah attended a NHLTA Workshop on 11/30 which covered Performance Reviews and other HR issues.

Employee performance reviews are going to be scheduled and will include reviews of job duties. More duties will be added for certain staff members to free up Deborah for her duties.

Alice will rewrite the personnel policies to reflect a change in policy. Employees who work over 20 hours per week will be paid time they were scheduled but unable to work due to an observed holiday or when the Library is closed due to weather.

Deborah will touch base with the new road agent regarding the plowing of the parking lot.

The trustees approved the Director's request of time off between Christmas and New year.

Molly has agreed to go to Bank to purchase Gift Cards for employee Christmas Bonuses.

A staff meeting has been scheduled for 12/8/16

Programs:

Guest Mike Okrant has been rescheduled for May 30th, 2017 and has proposed the starting of a writing club.

Coming in 2017 so far; Curb Your Cravings, Try It You Might Like It, Beating Fatigue

Winter reading incentive-Bingo

Other ideas, Masterpiece Book and Film Club which will entail reading and then watching a movie based on each book.

Building Repairs and Changes:

Heat in main library stopped working and Huckleberry was called. Despite many repair attempts the problem is still not fixed, possible electrical issue. Deborah will find out what it would take to overhaul entire heat system and wiring including replacement of 3 old furnaces.

Other Business:

Deborah will be utilizing Google Drive to make documents accessible from all computers for employee use.

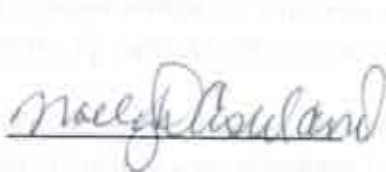
The trustees have approved the placement of a block table for children to use while parents browse in adult fiction section.

Our library will be participating in a program from the NH Astronomical Society which will give us access to a loan-able telescope for our patrons. We will look into a possible astronomer to facilitate a program or club.

The next Trustees' meeting was scheduled for 1/9/2017 at 5pm.

Adjournment: Molly made a motion to adjourn the meeting at 5:55pm seconded by Carrie. All were in favor.

Submitted by:



Molly Ashland



Alice Tuson



Carrie James