

## Library Board – Draft Meeting Minutes

March 14<sup>th</sup>, 2018

**Present:** Jeanne Engel (Librarian), Jessica Bickford (call in by Phone), Stacey Waterman, Sabrina Rossi, Jasmine Yuris, Jane Marshall

1. Jessica Bickford was out sick, so called into the meeting. Stacey Waterman volunteered to act as the present chair for the meeting. Stacey called the meeting to order at 6:02 pm.
2. Minutes from the February 13<sup>th</sup>, 2018 meeting were approved with no changes.
3. Librarian's Report: Jeanne noted that what she had to report would fall under other categories on the agenda and to proceed with the meeting.
4. Possible funding opportunity for upcoming projects. A potential funding option has become available to the library. The library will utilize the April meeting to discuss the funding of this project. The librarians and the library board are developing a subcommittee to begin the proposed design of renovations. Renovation costs will fall under capital budget and the donor match. The proposed design for renovation will include renovations for an upgraded Youth Services room as well as an ergonomically correct circulation desk to potentially be shared by the head librarian and the Youth Services Librarian. More discussion in April.
5. Floodproofing update: The library received an estimate from Brian Currier to add flood bars to the inside of the basement door to provide counter pressure on the door to help limit water from seeping around the door seal (\$290 for labor and materials) and to so seal all window frames and concrete joints (\$120 for labor and materials). The estimated total for both projects is \$410. The library board present (Sabrina, Jasmine, Stacey, Jane) was all in favor of proceeding with this project and Jessica voted over the phone in favor as well. These costs will come out of the maintenance budget.
6. Budget Update and Review: The overall town budget was not approved at the 2018 Town Meeting. The town must attempt to cut down on the proposed budget. The library reviewed their budget and agreed that we could absorb the \$2400 difference between the 2017-2018 budget and 2018-2019 budget to help with the cut, but it would be very difficult to go beyond the \$2400 without affecting services. Jessica Bickford will communicate with the town. All board members were encouraged to attend the Selectboard meeting for the town taking place on Monday, March 19<sup>th</sup>.
7. Approval of the Youth Services Librarian Position: A draft job description was distributed for the board to review for the Youth Services Librarian Position. All approved the description with a minor editing change. Sabrina moved to adopt the Youth Services Librarian job description, Jasmine seconded and all were in favor.
8. Process for Hiring a Youth Services Librarian: Jeanne is leading the hiring process. Advertisements were placed in the News and Citizen, on Facebook, and on Front Porch Forum. The library has received approximately 10 applicants and Jeanne has narrowed it down to 4 qualified candidates per the job description. Jeanne will contact the candidates for interviews,

two additional board members will be present for interviews. All board members will be submitting questions to Jeanne for the interview process. Focus on youth programming will be given during the interviews, and candidates will be encouraged to bring a proposal for an older kids' program and a proposed Storytime program as part of the interview process.

9. Jeanne noted two other outstanding items that were not covered in the agenda. First she has ordered the new chairs and will be looking into their status. Second a background check was completed for Jeanne and once the new youth services librarian is hired all other library employees will receive their background check as part of working with the community.

10. Meeting adjourned at 6:50 pm.

**Next Regularly Scheduled Meeting: April 11<sup>th</sup>, 2018, 6pm.**