

Ethelbert B. Crawford Public Library

Trustee Meeting Minutes - November 17, 2016

Approved December 15, 2016

The meeting was called to order at 6:10pm by President Lynn Skolnick. Members present included Connie Keller, Sari Rosenheck, and Chris Cavello.

Lynn called for a motion to approve the minutes of October 20<sup>th</sup>. Christine moved to accept the minutes as presented. Connie seconded the motion. A vote was taken and passed unanimously.

Sari moved to approve vouchers, Connie seconded. Connie moved to approved Bills to be paid, Connie seconded. All passed unanimously.

- **Committee Reports (see director's report)**
- **Landscaping**
- Marcia and Lynn attended the last Friends Meeting. The Friends will help with Fundraising Mary Mancuso & Resa Wallach. Amounts for donations will be assigned.
- Architect meeting tomorrow (Fri 11/18)
  - Archway and seating with trees
- **Garden**
- The mosaic chair is phenomenal! 12/3 is the unveiling. It is lighter than expected and needs a drainage mechanism.
- **Building and Grounds**
  - Parking lot is still too dark. Mary Paige will pursue.
- **Strategic Plan**
  - Bylaws with Lynn were tabled for next meeting.
  - Hiring
    - Civil Service
      - Job Description
      - Civil Service list
      - Job requirements
        - Come out during interview
        - Must be physically able to do the job
- The Ethelbert B. Crawford family was very happy with the anniversary night & panel unveiling, and donated \$1,000!
- No update on mismatched hardware on stair handrail
- Manuals, if anyone needs them, are on the lower shelves behind the desk
- Accountants
  - Old software to QuickBooks
- Email Blasts out early and morning of events going well
- Connie helping with paid PR with Mary Paige
- Continuing investigation of:
  - 2<sup>nd</sup> DVR

- Panic Button
- Additional lighting
- Additional video cameras for outside
- 2<sup>nd</sup> camera for Kids Room
- **Old Business**
  - 11/30 Strategic Planning meeting to start at 1:30
  - Programming meeting at 2:30
  - StoryCorps Interviews - Cloud allows for 4 interviews, we won't lose data.
    - Can add more with additional money
    - Need contact info from Marvin for Mary Paige
    - 4-5 Additional Interviews, Marvin will do PR
- **New Business**
  - Connor will offer tech support
    - Tues 10-2
    - Wed 4-7
    - One on one instructional sessions
      - Rosetta Stone
      - Borrowing digital books on personal devices
  - Joanna
    - Story time and Aname turn out up!
- Holiday presents for Staff from Trustees
  - Christine will handle through Amazon Smile
    - 8 Full Time
    - 3 Part Time
- Having no further business, the meeting adjourned at 7:36PM until our next meeting on Dec 15th, at 6:00 p.m.

Respectfully submitted,

Sari Rosenheck