

Town of Grafton Public Library
17 January Meeting Minutes-final

Date: 17 January 2019

Type of Meeting: Regular

Present: Roseanne Kramer, Tina Pope, Natalie Kocurek, Debra Clough, Stacey Glazier, Mary Gasiorowski, Katie Steuer

Call to Order @ 7:02pm

Acceptance of Minutes: Roseanne motioned to accept the 11 and 23 December 2018 minutes with Tina seconding. Motion passed 3-0.

New Business:

Communication: The trustees agreed to send all library related communications to the entire group, including the library director, as a practice. When communication and/or a response is directed to an individual, the other trustees and director will be cc'd on the email.

Search Committee Status: the trustees agreed the search for a permanent library director should last 3-4 weeks. The search committee, consisting of the trustees and Mary Gasiorowski, will meet at 6pm on 22 January to discuss the parameters of the search, including advertisements and the director's job description.

Budget Hearing Results:

The selectmen approved a 2019 budget of \$15314. Natalie will research gross budgets.

Policies and Procedures:

Stacey proposed developing policies to include Library Mission Statement; Circulation and Library Card; Collection Development; Program Policy, etc., and implementing them following trustee approval. The trustees agreed this was an excellent idea.

Old Business:

Volunteer of the Year: presentation to Oh Shin will be made at the FOGL meeting on 2 February.

Bank Signature Status: Natalie needs to sign her bank card. The director's account needs to be updated to reflect Stacey as interim director.

Uploading of library meeting minutes to town website: Done.

Shoveling of Library steps: Stacey has clarified needed hours with Dave Zuger.

Book Club Update:

Next meeting is 7 February, reading "The Ocean at the End of the Lane." Books have been chosen for the next 5 months.

New Business:

New emails: the trustees are in the process of logging into the accounts set up by Stacey.

Correspondence: none was received.

Financial:

The EOY is done and has been submitted. Natalie motioned to accept all donations with Roseanne seconding. Motion passed 3-0. Invoices were approved.

Motion to enter Nonpublic session was made by Roseanne and seconded by Tina. Motion passed 3-0 and Nonpublic session entered at 9:20pm. Public session resumed at 9:32pm.

Action and Takeaway Items:**Natalie:**

- Sign bank card.
- Facilitate the updating of the director's account.
- Research gross budgets.

Stacey:

- Develop library policies.

Next meeting: 15 February @ 6pm.

Adjournment: Roseanne motioned to adjourn with Katie seconding. Motion passed 3-0. Meeting adjourned @ 9:32pm.

Respectfully recorded and submitted by Katie Steuer gpltrustee.secretary@gmail.com