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HALL MEMORIAL LIBRARY
BOARD OF TRUSTEES' MEETING
MARCH 8, 2016

I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:35 PM. Members present were Mary Blanchette, Mary Clements, Janet Wieliczka, Daniel Sclare, Patricia Grundman, Children's Librarian and Assistant Library Director, and Library Director Susan Phillips. Judy Stomberg was excused absent. Marcia Downs was present as Recording Secretary.

II. Citizens' Forum –Cheryl Chamberlin and, Debi Cormier, staff members, were present.

III. Approval of Minutes of the February 9, 2016 Meeting –The minutes were unanimously approved (Sclare/Wieliczka) with one change. A new staff member Ron Fairchild was hired on January 25, 2016, with a pay rate of $26.50 per hour as a part time Reference Librarian. He will work on alternate Saturdays and fill in as needed.

IV. Treasurer's Report – The Treasurer's Report for February 2016 was presented by Marcia Downs, and reviewed by Board members.

V. Current Year Budget – Sue Phillips distributed a copy of the Year- To-Date Budget Report for the Year Ending March 31, 2016. Expended totals are where they need to be for the period.

VI. Library Director's Report – Sue Phillips distributed copies of the Director's Report dated March 8, 2106. Among the items that were discussed was the re-implementation of the BlueBeams project, which will be under the direction of staff member Ron Fairchild. It is a program of point-of-contact transmitters that highlight a certain area of interest within the library. An update on the roof repair status was given; ongoing items needing further repair have been noted. The distribution of Tax Preparation materials is going smoothly.

VII. Friends of the Library Report – Sue Phillips reported that the next regular meeting of the Friends will be on March 15, 2016. The meeting time has been changed from evening hours to Tuesdays at 3:30 PM. The next Bag of Books Sale will be held on April 15, 16, and 17, 2016.

VIII. Old Business –Annual Review of the By- Laws – Mary Blanchette asked the Board to consider adding yearly reviews of the Library Director and staff positions in order to correspond with Town policies. Discussion ensued; no changes were made at this time. Thus, the By-Laws were reviewed as required, on a yearly basis, and unanimously approved as written (Blanchette/Clements).

IX. New Business – Policies – The Credit Card Acceptance/Information Security Policy was reviewed and unanimously accepted as written (Blanchette/Wieliczka). The Art Display Policy and Procedure was reviewed and unanimously accepted (Blanchette/Sclare) as updated by the Director.

X. Trustees' Concerns – None

XI. Correspondence – None.

XII. Adjournment – The meeting was adjourned at 8:35 PM (Wieliczka/Clements) by a unanimous vote.

Respectfully submitted,

Marcia H Downs