

G.A.R. Library Trustees Meeting Minutes
 June 5, 2018
 7pm, G.A.R. Library

Present: Susan Babb, Marcia Sellos-Moura, Sandra Capo, Fred Chanania, Wendy Reed, Amy Custance, Pam Atwood, Holly Cole

Absent: Ann Dooley, Ginger Selman

Recording Secretary: Pam Atwood

Agenda Item	Outcome
1. Overview of Library Trustees Trust Fund by Terry Beaton	Terry stated we have about 3% in cash, 40% in bonds, the rest in stocks. He is slowly increasing our stock holdings.
2. Approval of May 2018 Minutes	Minutes approved by Marcia Sellos-Moura, Sandra Capo, Fred Chanania, Wendy Reed, Amy Custance, Pam Atwood, Holly Cole
3. Director's Update a. Approval of new warrants b. Operational and financial updates	<ul style="list-style-type: none"> a. Warrants approved and signed. b. Operational Update <ul style="list-style-type: none"> - Payroll signatory allows any 1 trustee to sign director's payroll timecard – approved unanimously c. Staff Updates: Susan discussed personnel updates. This week Susan will begin the process of discussing job descriptions with each staff member and doing evaluations.
4. Library Director Review	Trustees reviewed and approved Director's self-evaluation.
5. September Meeting	Trustees approved September meeting date will be September 11 at 7pm.
6. Landscaping projects	Fred's arborist has not given him a report yet. If the arborist's report isn't complete, Fred will tell him to hold off. Save-A-Tree proposal is \$1775 for general tree care which includes the honey locust and 2 trees out front. This was approved. Save-A-Tree also gave a proposal for early season fertilization. Trustees approved Amy to spend up to \$600 for fertilization.
7. Friends of the Library Update	Trustees did not attend May Friends meeting. Amy will go to their next meeting to get an update on the brick walkway project.

<p>8. Bicentennial Celebration</p>	<p>Marcia reported she is working with the Bicentennial Committee on a Timeline of West Newbury history as well as vignettes which will include pictures and short descriptions. These items will be displayed in the library.</p>
<p>9. Social Media Policy Update</p>	<p>Fred has met with Mike McCarron to review our policy. Mike has stated the Trustees can have our own social media policy but it must be consistent with the town's policy. Fred will continue to meet with Mike as the town's social media policy is developed.</p>
<p>10. Action Items</p>	<ol style="list-style-type: none"> 1. Marcia will invite the new town manager to our October meeting. 2. Fred will contact his arborist regarding next steps. 3. Amy will contact Save-A-Tree to begin treatments to 3 trees and fertilization. 4. Fred will continue to have conversations and meet with Mike McCarron regarding Social Media Policy.