

G.A.R. Memorial Library Trustees Meeting Minutes
 April 2, 2019, 7pm, G.A.R. Library

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

Absent: Ginger Selman, Holly Cole

Recording Secretary: Pam Atwood

Agenda Item	Outcome
Open Meeting Law Discussion	Mike McCarron, Town Clerk, attended the Trustee's meeting to discuss Open Meeting laws as it pertains to the Library Director search process. Mr. McCarron cleared up questions regarding laws for a search subcommittee. He also addressed the Trustee's questions regarding contract negotiations as the Trustee's are concerned with being transparent while also maintaining confidentiality.
Approval of March 2019 Minutes	Amy made a motion to approve minutes, Fred seconded. Minutes were unanimously approved.
Director's Update	<ul style="list-style-type: none"> a. All warrants were approved. b. Susan had a staff meeting on March 27. Panic buttons were tested. The drill went well. Trustees discussed with Susan that Defibrillator, active shooter and fire extinguisher training should be done with all staff once a year as a refresher. Susan agreed and will recommend that to the new Director. <p>Susan noted circulation is down. She has been tracking trends and thinks this may be due to the weather.</p>
Discussion of new opening for Trustees	Ginger Selman has announced she will be leaving the Trustees this summer since she is moving out of the area. Since the Trustees don't typically meet in July or August, the Trustees will wait until fall to post the open position. For Trustee's purposes, we discussed coming up with a procedure for filling a vacancy.
Discussion of new ramp	Wayne submitted paperwork for CPC funding so it will be voted on at spring town meeting as priced which includes asphalt to the back courtyard. The Trustees are considering a brick walkway, with the Trustees picking up the difference in cost. Amy will get an estimate for bricks so the Trustees can weigh the options.
Discussion of library gardens	Amy will get an estimate from Perennial Gardens to spruce up and maintain the landscaping for 2019. Trustees would like landscaping refreshed, especially with the Bicentennial Celebrations coming up this summer.
Bicentennial Update	Marcia is attending the meetings. Photos, writings and timelines will be displayed all around the library.
Discussion of Library Director search	The community member on the search subcommittee, who will give input on Director candidates is Ashley Adams. It was unanimously voted the subcommittee will pre-screen the 5 strongest candidates. The subcommittee will recommend 2-3 finalists to the Trustees and staff. At that point, all Trustees will interview the finalists and invite staff to meet the finalists and give feedback. Tentative interview dates for all Trustees to meet candidates were discussed for April 23, 25 or 27. Wendy will work with the candidates and get back to the

	<p>Trustees with best options. Fred will look at the draft contract (same one as Susan's contract). He will make recommendations to the subcommittee in accordance with the Town Manager before bringing it to the Trustees.</p>
<p>Review of Action Items</p>	<p>The Library Director Search subcommittee will make sure all meeting notices are posted. Amy will get an estimate for brick work on the ramp going to the back courtyard and she will get an estimate from Perennial Gardens to spruce up and maintain the landscaping. The Trustees will write a procedure for appointing a Trustee when a vacancy comes open mid-term (precipitated by Ginger Selman's vacancy this summer) Wendy will follow up with Director candidates regarding dates they could meet with the entire Board of Trustees. Fred will review the draft contract and comment with recommendations or suggestions to the Trustees.</p>
	<p>Trustee's next meeting is scheduled for May 7.</p>