

G.A.R. Memorial Library Trustees Meeting Minutes
 March 5, 2019

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

Absent: Ann Dooley

Recording Secretary: Pam Atwood

Agenda Item	Outcome
Open Meeting Law Discussion with Town Manager	Town Manager, Angus Jennings was sick and could not attend the meeting. Marcia will ask Angus to attend the April meeting.
Approval of February 2019 Minutes	Minutes were unanimously approved with the exception of Fred who abstained as he did not attend February meeting.
Director's Update	<p>a. All warrants approved.</p> <p>b. Susan met with Angus, her numbers were correct. Susan brought the library budget to the Finance Committee. Finance Committee approved unanimously, now the budget goes to town meeting. The Trustees have received a check from the Pearson Estate for \$10,619.91. Fred will contact Terry Beaton about how to get it into the Trustee's endowment.</p> <p>There is \$17,000 for ADA ramp on the DPW budget and agenda and \$6000 for insulation. The question was raised, would CPC fund the ramp? If so, that would have to be on the fall town meeting agenda. Sandra will follow up with Wayne Ameralt at DPW and as questions to CPC, then follow up at Trustees April meeting.</p> <p>Susan reported circulation was down a little, but most libraries were, some more than our library.</p> <p>Ginger reported on chairs for the library. Leather chairs cannot have a plaque put on them. Trustees will table and discuss further.</p> <p>c. Staff requested a "hands-on" new director. Trustees reviewed all library staff job descriptions and unanimously approved all of them. Susan will send them to the town's Personnel Committee.</p>
Update on Library Director search	<p>Marcia will invite Angus back next month to discuss the new Director's search process. Angus would like to review the job description and has shared ideas of where the Trustees can post the position. Angus will assist in reviewing resumes. Amy is going to work with Jen Solis from the Newburyport Daily News to get information in the paper about the new Director's search. Minor changes were made to the job posting which Wendy will finalize. The posting was unanimously approved with the changes.</p> <p>Wendy will work with Susan to get the position posted in the library and on the library website as well as on the town website. She will get the position posted on all sites approved with any fees necessary. Wendy will talk to Angus about a matrix for evaluating applicants. She will also ask him to send an email through the town website for a townsperson to be on the subcommittee. At the next Trustee's meeting on April 2, the subcommittee</p>

	<p>will have resumes to share. Susan will post the position on MLS. Fred asked Susan to make a list of innovative ideas/initiatives the library has ongoing.</p>
Bicentennial Celebration	<p>Marcia reported plans for the Bicentennial are progressing. The committee is going through documents and material that will be on display throughout the library.</p>
Review Action Items	<p>1 Fred will work with Terry Beaton to get the Pearson donation into the Trustee's account. 2 Susan will get Ginger an address for a thank you to the Pearson estate. 3 Sandra will contact Wayne Ameralt regarding the timeline for the installation of the ADA ramp. She will also contact the CPC to find out if they will fund the ramp and discuss getting it on the fall town meeting agenda if possible. She will report back at the April trustee's meeting. 4 Susan will forward approved job descriptions for all library staff to the town's personnel committee. Susan will also post the library director's position posting on MLS. Fred asked Susan to make a list of innovative ideas/initiatives the library has ongoing to forward to the Trustees. Marcia will invite Angus Jennings to the next Trustee's meeting. Amy will work with Jen Solis to get information about the director's position in the paper. Wendy will finalize the approved changes to the director's job posting. She will then post the position in all places approved by the Trustees. Wendy will also contact Angus to get the matrix for interviews from him.</p>
Next Meeting	<p>April meeting was unanimously approved for Tuesday, April 2.</p>