

M.N. Spear Library Trustee Meeting

Tuesday, October 8, 2013

Members present – Karen Traub, Kate Cell, Dale Houle, Gail Fleischaker, Michele Sedor, Michele Regan-Ladd

Library Director – Mary Anne Antonellis

AGENDA

1. Minutes from August 2013 – were approved as presented.
2. Minutes from September 2013 were approved as amended.
3. Mary Anne shared with the Trustees how the visitors, members of MBLC and Mass Board of Library Trustees, who were touring 5 libraries. We were the smallest library that they visited.
4. Gail reviewed the new Trustee Orientation. The role of the Trustees, the role of the Friends, how to deal with policies, etc. Discussion about posting policies on the Trustee website.
5. Financial Updates – none this month; will be on the agenda next month.
6. Perpetual Calendar was updated by Michele Sedor.
7. FY 14 State Aid and Financial Report – was completed and reviewed by Mary Anne. MN Spear met the state criteria for 20% of appropriated budget needs to be spent on materials for the library, 2 ½ % increase every year is also required in order to remain certified by the state. Need to be open more than 10 hrs per week and some evening hours.
8. Building grounds – paint on the sign and the east side of the building is peeling. Discussion about finding out if someone could replace the sign or could a tech school take on the job.
9. Friends Annual Brunch at the Athletic Club, Brunch 12 – 2.

Next Month Agenda

- Review current policies – are on the M.N. Spear Library website, Trust Fund, unattended child, late fees, internet use, lost book/overdue book fees, DVD policies, etc. To discuss if any need to be updated.
- Perpetual Calendar – ask to be on the Capital Planning Committee agenda; Mary Anne will check to see what their schedule is.
- Sign update.
- Discussion - Plan end of year gifts from Trustees to volunteers and staff.

Next meeting – Tuesday, November 12, 2013

Respectfully Submitted,

Michele Regan-Ladd

Secretary